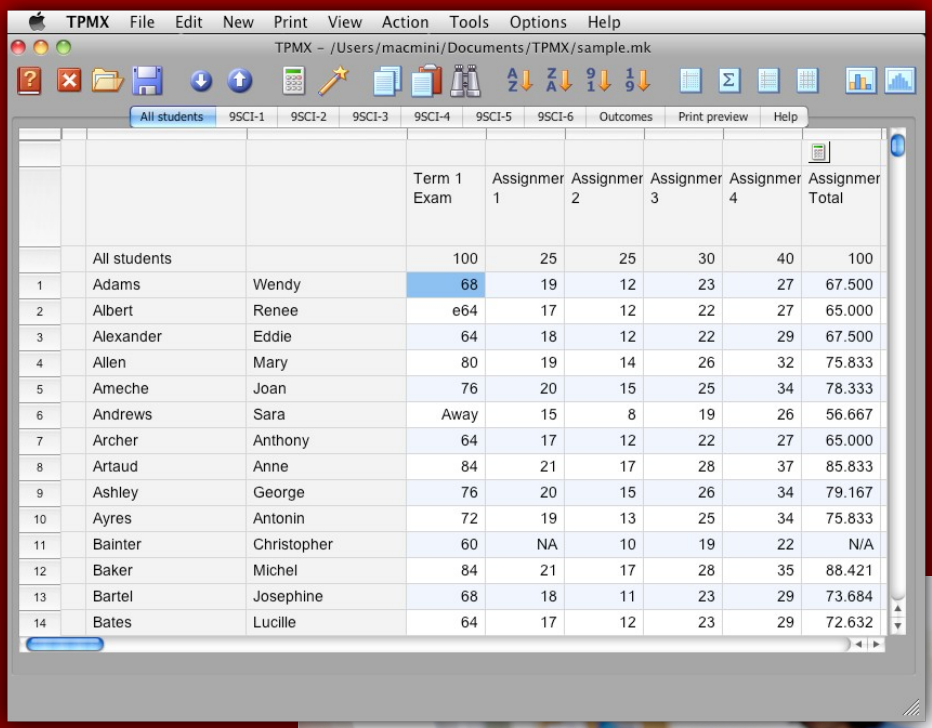
Teacher's Personal Markbook

for OS X

Guide & Reference



			Term 1 Exam	Assignmer 1	Assignmer 2	Assignmer 3	Assignmer 4	Assignmer Total
	All students		100	25	25	30	40	100
1	Adams	Wendy	68	19	12	23	27	67.500
2	Albert	Renee	e64	17	12	22	27	65.000
3	Alexander	Eddie	64	18	12	22	29	67.500
4	Allen	Mary	80	19	14	26	32	75.833
5	Ameche	Joan	76	20	15	25	34	78.333
6	Andrews	Sara	Away	15	8	19	26	56.667
7	Archer	Anthony	64	17	12	22	27	65.000
8	Artaud	Anne	84	21	17	28	37	85.833
9	Ashley	George	76	20	15	26	34	79.167
10	Ayres	Antonin	72	19	13	25	34	75.833
11	Bainter	Christopher	60	NA	10	19	22	N/A
12	Baker	Michel	84	21	17	28	35	88.421
13	Bartel	Josephine	68	18	11	23	29	73.684
14	Bates	Lucille	64	17	12	23	29	72.632

Contents

Introduction

Introduction....4
Installation....5
Registration....6
Overview....7
TPMX tutorial....14

Calculations

Doing calculations....19
Calculation types....24
Weighting methods....30

Outcomes

Outcomes and calculations....32
Outcomes, grades and reports....36

How do I?

Access the commands that require the administrator's password?....42
Add students to the markbook?....42
Apply the mean and standard deviation of one task to another task, on a class by class basis?....42
Assign grades with the distribution of 10%, 20%, 40%, 20%, and 10% based on a set of results?....43
Change a set of results to be a percentage?....44
Set the default preferences for each new markbook?....44
Change the date and number of weeks for the class roll?....45
Change the minimum and maximum result in a task?....45
Change the number and type of grades assigned by TPMX?....46
Change the page size for the printer?....46
Check the spelling of a report comment?....46
Copy results from one markbook to another?....47
Convert the results in a task that is marked out of, say 50, to a mark out of 25?....47
Create a new class?....48
Create a new markbook?....48
Delete a class?....49
Delete more than one student?....49
Estimate a result for an absent student for an assessment task?....49
Force a student result to stay at zero, even when standardising a task?....50
Get a list of student names and results that are stored in another application into TPMX?....50
Give two different classes different weights for the same set of tasks in the same markbook?....52
Import a text file created with a database system into TPMX?....52
Increase the width of the columns for the student names on the Print Preview page?....52
Make a copy of a markbook file with a different name?....53
Make an empty markbook?....53
Make an empty markbook with the same columns as an existing markbook?....53
Open a markbook that is already open?....54

How do I? continued

Prevent a markbook from being filled with many tasks of intermediate results that were converted to percentages, or standardised, before weighting?....54
Prevent a result that is manually entered in a task with a calculation from being changed when the calculation is refreshed?....55
Print a class roll for every class in a markbook without having to print one class at a time?....55
Print a comprehensive list of students and outcomes?....55
Print a list of students that are sorted on a ranking?....55
Print a sorted list of results?....56
Print as a PDF file?....56
Print in landscape orientation?....57
Print only some classes as a single list?....57
Produce a total from a weighted set of tasks?....57
Round the results in a task to 2 decimal places?....58
Set the destination of the file made with the File|Export commands?....58
Stop N/A from appearing in a task?....58
Stop the results in a column from being changed?....59
Store results for a student?....59

Command Reference

File menu....60
Edit menu....65
New menu....72
Print menu....73
View menu....80
Action menu....81
Tools menu....85
Options menu....88
Help menu....90
Preferences....93

Importing

Importing overview....98
Three comma delimited text files....98
Single text file....100
Single comma delimited text file....101
Motorised Markbook files....102

Appendices

Backing up and file types....103
Disclaimer....106
Technical Support....107

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Introduction

Introduction

Teacher's Personal Markbook for the Apple Mac OS X is designed to help with your student assessment record keeping. Even if your school already has a whole school marks system, Teacher's Personal Markbook helps you keep organised with all your marks and grades - not just tests that are reported on, but all your student results.

Teacher's Personal Markbook for OS X assists you with scaling, standardising, and weighting sets of marks and grades. It does estimates too - and you don't need to be online to use it.

In this Guide & Reference the term TPMX can be understood to refer to Teacher's Personal Markbook for OS X. TPMX is a tool to simplify the process of storing, calculating, and printing student results and outcomes.

What you need to know

this Guide & Reference file assumes you have used other software that runs on the Apple OS X. To use TPMX it is assumed that you:

- Are familiar with the computer keyboard and its special keys such as Tab, Shift, Esc, Option, Command and Return.
- Know how to use the mouse and understand how to command click.
- Know how to work a scroll bar and combo (combination) box, even if you don't know them by name.
- Understand how to use a dialogue window or sheet with an OK and Cancel button, and you know the difference between the action of each button.

If any of the preceding is new to you, or you do not use a computer regularly, it is recommended that you first browse through a good introductory book on using Mac applications.

Tip

To get the most from TPMX you should read all the topics in the Introduction and then browse through the "How do I" chapter. Once that is done you may like to look at and try some ideas with the sample markbook. After that you can start creating your own markbooks and entering your own data.

Installation

The Teacher's Personal Markbook for OSX is supplied as an Apple Disk Image file named tpmx-install.dmg. To install TPMX follow these steps.

1. Open the tpmx-install.dmg disk image. This makes the tpmx-osx disk volume appear on your desktop.
2. Open the tpmx-osx volume to show the contents of the disk image. There are 2 folders; Teacher's Personal Markbook and Applications, and the Installation Instructions document.
3. Drag the Teacher's Personal Markbook folder over the alias for the Applications folder. This copies the Teacher's Personal Markbook folder (which contains the application) into your Applications folder.
4. After copying you can Eject the tpmx-osx disk image from you desktop, because it is no longer needed.
5. To open Teacher's Personal Markbook for OS X, click on the TPMX icon inside the Teacher's Personal Markbook folder in Applications.

In step 3, if you need to install the application somewhere else, you can drag the folder to another location.

Registration

After you first install TPMX the program will work as an unregistered trial version. A trial version of TPMX is fully featured, but does have a time limit on how long it can be used.

- You can find out how many days are left in the trial by using the "When does the trial expire" command in the Help menu.

If you want to keep using TPMX you must register your copy of the program. To register you pay for a license for the right to use the program. The license allows you to fully use TPMX for an unlimited length of time. The license payment is a one time cost, there are no on-going licensing fees. (Upgrades with significant new features may be charged for, although of course you are always free to keep using the version you are currently licensed to use.)

To purchase a license please visit the following website:

```
www.teacherspersonalmarkbook.com
```

Here you can pay for your copy of TPMX using your credit card or PayPal account. You do not need to be registered with PayPal to pay by credit card. By using a PayPal you can be assured that your credit card details are kept secure and confidential because SMPCS does not handle the transaction directly.

Instead you visit a secure webpage on the PayPal website and after completing the transaction the registration key is emailed directly to you. This allows you to register your copy of TPMX and immediately start using a licensed copy of the program. The email sent to you will include your license name and the key. These details you then enter into the Help|Register command.

- If you want to purchase a Site License version for a school please send an email to tpm@smpcs.server101.com for details.

Overview

TPMX stores student results in a markbook file that can do calculations and print the results.

When opened, TPMX shows an empty markbook. In the New menu there are commands to make new classes, students, and tasks. In the Edit and Action menus commands are there to edit or delete the details of existing classes, students, and tasks. All names are entered and edited in the grid that displays the markbook.

For example, before entering students a class should be created. Choose the New|Class command, type the name of the class, press the Up arrow key to move the teacher name cell. Then type the teacher's family name and press the Tab key. Then type the teacher's given name and press the Return key This process can be repeated for each class as required. Note how the Tab key was used, this is necessary because when entering or editing the text in a cell the Left and Right arrow keys only move the text cursor within the cell.

Students and tasks can be created in a similar way with the New|Student and New|Task commands. When students are created they are placed in the current class, which is shown below the toolbar of the TPMX window and in the View menu. In contrast to students who must be in a single class, a task is always visible in all classes.

Results can be entered by moving the current cell with the arrow keys, Tab key, or Return, to the required position and typing the result. With TPMX the results entered do not need to be numbers, although normally calculations are only done on numerical values.

Calculations can be stored in any task that does not contain raw results. The Help|Calculation assistant command sets the calculation stored for a task. Every calculation requires the setting of the affected classes and tasks used. Usually a calculation affects all classes, although it is possible to restrict it to some of the classes. Every calculation requires at least one task to be used and some, such as Weight, can use many.

There are different methods that are popular for doing calculations that combine results with different weights. TPMX is able to do all the usual methods, but it is important ensure that TPMX is set up correctly to do the calculations that you require. After a new installation, results are generally standardised before weighting, although this can be turned off for all calculations, or on a task by task basis.

As well as weighting, TPMX has calculations that can give the sum of the tasks, change the task maximum, assign grades and positions, and do complex linear mapping. For some calculations, such as Standardise there are default values that are used but which can be changed in the Preferences command.

To print information from a markbook there are several print commands. For a list of students in each class, there is the Print|Marks command. When printing, TPMX generally prints what is in the main window. This means that a sorted class list can be printed, by first using a Tools|Sort students| Numerically by task command and then using Print|Marks.

As with all the print commands, the Print preview pane is shown before printing. This preview can show the preview page at different sizes and has the actual Print button on the toolbar that sends the pages to the printer.

The Print|Statistics and Print|Student statistics commands are useful when either class or individual student statistics are required. All Print commands make use of the tagging feature of TPMX. Classes, students, and tasks can all be individually tagged to restrict some commands to only the tagged items. Tagging is done with either the mouse or the commands in the Action menu.

For example, if some students are tagged, only those students are printed with the Print|Student statistics command. When estimating results only the tagged tasks are used to find the estimate. Tagging is also used when moving students from one class to another.

When copying information to the clipboard with the Edit|Copy command, only the tagged tasks and students are copied. Although, if no students or tasks are tagged, then by default all the information in the current class is copied to the clipboard.

By using the Edit|Copy and Edit|Paste commands results can be copied from one markbook to another. This is done by running TPMX twice. Using the Edit|Copy and Edit|Paste commands is also a simple and quick way to transfer information between TPMX and other applications such as an Excel or Numbers spreadsheet. If the clipboard is not a suitable way of transferring the information from one application to another, there are the File|Import and File|Export commands.

Several commands not mentioned in this overview. There are ways of making backup markbooks, moving and changing column widths, finding students when the class in unknown and controlling the way students are sorted.

If you are not sure how to do a particular operation, or have a specific question the "How do I" chapter may have the answer.

Markbook Organisation

TPMX organises your student results into a series of rows and columns. One row for each student and one column for each task that stores results.

One markbook file normally stores only the results for one subject year grouping. For example, one markbook named "8 English 2010" might contain all the students in year eight and their results for English.

In each markbook file you group the students into separate classes for flexibility in doing calculations and printing results.

Each task in the markbook is given a name and a maximum mark. The results stored can be any number between zero and the maximum mark, inclusively.

Tasks can also store other information that can be textual in addition to just numbers.

Once raw results have been entered into tasks, additional tasks can be created that automatically perform calculations on the raw results to produce various totals and grades.

At any time the students and results can be printed in various combinations for a permanent copy of the results produced.

TPMX Calculations

The way TPMX organises the student results into a series of rows and tasks with one row for each student and one task for each set of results has implications when doing calculations.

Each task created in a markbook applies to all the students in the file. The markbook organises the students into separate classes, and you can view the students as either a single list of all students, or as a list of students from a single class.

Regardless of the way the students are viewed, the task is the same task for all the classes in the markbook. This means that when a single class is shown, if the Edit Task command is used to alter either the task name or maximum, the name and maximum are changed for all classes.

This affects how calculations can be done, because each task only stores a single calculation. In practice, this means two different classes in a markbook cannot have a different calculation for a single task.

Suppose a markbook has two or more classes in it, such as 8Q1 and 8Q2. The way TPMX operates means that in this markbook there are several issues to understand.

A calculation applied to a task can affect any combination of classes. A single class, all the classes, or some combination in the middle.

When a task has a calculation, there cannot be a second calculation applied to the same task, even if the second calculation applies to a different set of classes.

If a task has a calculation that applies to only 8Q1, and then later the same task has the calculation changed to apply to only 8Q2, the results in 8Q1 remain but are no longer "live". This means that the results in the task of 8Q1 will no longer be automatically updated if the raw scores are changed.

If a course has different examination papers with different raw maximums for 8Q1 and 8Q2, the raw results cannot share a single task, because of the different maximums.

If students needed to be ranked, or graded, as a group then they should be stored in a single markbook, although they can still be organised as separate classes within the file.

If a markbook must store classes that have different tests and assessments then generally different tasks should be set aside for the different classes and the raw scores.

Note, in this previous case that TPMX does not enforce the use of particular tasks for only certain classes. The tasks should be set aside by following some convention that can be easily followed, e.g. arrange and move all the tasks for a particular class together, or name the tasks so it is clear what they are for.

Entering results

After opening a markbook file, results can be entered for each student into the tasks.

When a new markbook is created there are no tasks for storing results. These must be created with the New|Task command.

Once there are students and tasks, the TPMX window shows a grid of cells for the entry of results. One cell has a thicker outline, which indicates the cursor position. It is at the cursor position that any result entered with the keyboard is stored.

To move the cursor, use either the arrow keys or click on a different cell with the mouse. As the cursor moves, so does the outline.

If a task has a numerical maximum, TPMX warns if a result entered is larger than the maximum.

Placing an exclamation mark ! directly in front of a result prevents TPMX from changing the result, even if the result is in a task that has a calculation.

Placing a n directly in front of a zero result, i.e. n0, forces TPMX to keep the result as a zero, even if the result is in a task that is standardised.

If a task is to store information other than numbers, make the task maximum something other than a number.

Tag Overview

Students, tasks, and classes can be given a tag. When a student is tagged, a small icon is shown to the left of the student name. The icon is a flag, or "baggage tag" depending on the setting of Show classic toolbar option in the Preferences. A tagged task shows the same icon in the row above the task name. A tagged class has the icon to the left of the class name.

When a student or task is tagged, it is indicated as having a special significance for some commands.

For example, when printing with the Marks command, it is the tagged tasks that will be printed. Any tasks without a tag do not appear on the marks page. Also if classes are tagged then only those appear with the Print|Marks command.

Another example, when copying students to the clipboard, if no students are tagged, all the students are copied, but if one or more have a tag then only those students are put on the clipboard.

Tags can be set by clicking with the mouse in the area next to the student or task where the tags are shown, or with the commands in the Action menu.

Tags are only temporary. When a markbook is closed and opened again, all tags are cleared.

Planning a markbook

TPMX organises students and results in a particular way. The way students are organised into markbook files is designed to simplify the keeping and updating of results while providing flexibility when manipulating the results.

By understanding the approach used by TPMX you can plan and organise your information so you can take full advantage of the different TPMX commands.

The markbook approach

The general idea behind TPMX is to store related classes in the same markbook file. TPMX stores each markbook as a file on a drive, either removable, fixed, or networked. Each markbook file contains a list of classes that store students and their results in a series of tasks.

The only limit to the number of different markbook files that TPMX can store is the amount of free space on the drive used. By storing markbooks on a fixed drive, or by having multiple USB flash drives, the number of separate markbooks is in effect unlimited.

A markbook file should only contain classes that store related results. This is because all the classes in a markbook share the same tasks for storing results.

The idea behind TPMX is that you generally work with one markbook at a time. All the commands that operate on results, such as weighting and ranking students assume that you are working within a single markbook.

Example

You should place related classes in a single markbook. Here related means the classes that share common exams and assessment procedures. For example, in one subject faculty there could be a one markbook file for year 7, another markbook for year 8, year 9 and so on. The year 7 markbook stores all the year 7 classes, the year markbook all the year 8 classes and so on.

Arranging tasks

In each markbook the tasks used for storing results are the same across all the classes in the markbook. This is why only related classes should be stored in each file.

A markbook can have up to 200 tasks for results. The large number of tasks means that, if necessary, it is possible to make some tasks that are intended for use by only a single class in the markbook.

This is sometimes needed when classes in a year have individual class assessments that are not directly related to the whole year. By making some tasks and setting aside the use of those tasks for only one class you can operate on the results without the concern of affecting results in the other classes.

Organising the markbook files

In planning which classes to store in each markbook there are several considerations to keep in mind.

- Do the classes share common exams?
- Will you need to rank or grade students across the classes?
- Are the assessment procedures the same for each class?

If the answer to each of these questions is yes, then the classes should be stored as a single markbook.

Sometimes the answers may not be clear cut. For example, with a subject that has different levels within a single year it may be better to have separate markbooks. The actual organisation may depend on the size of the classes and the number of tasks required for each level of the subject.

Here are three short case studies that each explain one possible way of organising a markbook in the example.

Example One

In the English department of Suburb High, all the year 7 classes are put into one markbook called "7 English". Each year 7 class shares the same exams and the results for the half-yearly and yearly marks are all combined using the same command. The final results are also ranked together.

All the year 7 classes should be in one markbook. If necessary, each teacher can make extra tasks for use by her own class.

Example Two

In the Mathematics department of Suburb High there are six year 10 classes. The top two classes are an advanced stream. The next three are intermediate and the remaining class is the general stream. Each stream is ranked separately and combines results in a different way to reach yearly totals.

If the different streams do not be to be ranked as a single group then it is probably convenient to have three different markbooks. If the streams do need to be ranked together, then the classes should be in a single markbook, although you may need to set aside groups of tasks for the exams and assessments of each stream.

Setting aside groups of tasks is something that must be agreed between the teachers using the markbook. TPMX itself does not enforce any conventions about the tasks used for different classes.

Example Three

In the English department of Suburb High there are four senior year 12 classes. Two of the classes are the same course, each other class is a different course. So within year 12 English there are three different courses.

Each course has completely different assessment requirements with different exams and assignments. For this reason, each course should be in a separate markbook file. You should make three separate markbooks. One markbook for the two classes which are the same, another two markbooks for the other classes.

Working across markbook files

Sometimes you may have carefully organised the markbooks for each different course, but occasionally require some operations on groups of results that are stored in separate markbooks. TPMX uses the clipboard to make it possible to reorganise and move information between separate markbooks. The Copy and Paste commands in the Edit menu let you copy students and results from one markbook to another.

TPMX tutorial

One way to learn how to use TPMX is to try out the features with real data. By using a few of the basic commands you will learn the principles behind the operation of all the commands in TPMX. The way TPMX is designed means that the skills learnt for one command can be applied to other similar commands with predictable results.

In this section you will learn how to:

- Create a markbook file
- Enter classes, students, tasks, and results
- Save a markbook
- Print a class mark sheet
- Use the Average calculation

Creating your first markbook

When you run TPMX what you'll see is the main window, menu and tool bar, and status line.

Choose the File|New command to create an empty markbook, the markbook has no classes, students or tasks.

To add students to the markbook you must first create a class. Click on the New menu and select the Class command. Type,

```
10S1
```

and press the Up arrow key. Then type,

```
Green
```

and press Tab. The type,

```
Sue
```

A class with that name is added to the markbook. If you want to make another class, do the steps again.

You can now add students to the class. Click on the New menu and select the Student command. Type the student's family name of,

```
JONES
```

and press Tab and then type the given name,

```
LEONIE
```

By repeating these steps, type in the following list, pressing Tab after each family name and then entering the given name.

You do not have to use the mouse to choose the New|Student command you can use the keyboard by holding down the Alt key and pressing N. After releasing the two keys press S.

```
MILGRAM MIKE
JACKLIN JEAN
ALI MOHAMAD
WIRTH NIKLAUS
BLAISE SUSAN
ABBOTT JOHN
LARSON GARY
CHEN STEVEN
MCMAHON SCOTT
PAK TRISHA
CRAWFORD JOAN
ELLUL JACQUES
SILVA DAN
```

If you already have the student names in another application like a spreadsheet it is most likely that you will not need to re-type them to get them into a markbook. Normally the Edit|Paste command is the easiest way to copy information into a markbook, but for this tutorial the manual method is explained to keep the steps simple because the pasting of names does depend on the format of your data.

Saving your first markbook

After typing some data, it's a good idea to save it to disk. To do this, choose the Save command from the File menu. An easier method would be to use the shortcut for File|Save, which is Ctrl+S. Another shortcut is the fourth button on the toolbar below the menu.

The first time a new markbook is saved you must give the markbook a name, so in the File Save As dialogue, type the name 10SCI and press Return. You may note the name and location where the markbook is saved is shown along the top of the TPMX window.

Entering results

To enter results, you must first create some tasks to store the results. To create a task, click on the New menu and select the Task command. A new task is made called Task name.

In the grid, type the name of the first task,

```
Exam one
```

and press Down arrow. Then type,

```
100
```

and press Return. The task maximum sets the upper limit for a result in the task.

You can create another task now by choose New|Task again and typing another name,

```
Exam two
```

press Down arrow to move to the Maximum line. Type,

```
50
```

You could create more tasks by repeating the steps, but for now two tasks is enough.

Since there are now some students and tasks, a dotted line appears around appears the cell that is the current student and task. Press the arrows to move the current cell around the markbook. Try pressing the arrows and watch how the outline moves. Move the current cell to the top student and the first task.

To store some results click on the row of the first student in the first task.

Type the following results, pressing Return after each one.

```
61
78
91
45
49
57
82
Absent
66
79
74
50.5
60
78
```

If you have made a mistake with one result you can press the Up arrow to move to the previous student. By pressing the arrows you can move to where you want enter results.

Move to the first student and the second task and enter these results.

```
45
31
49.5
29
34
21
47
12
35
28
32
40
```

```
38
44
```

After entering the results, press Ctrl+S to save the markbook.

Doing a calculation

Now you're going to do a simple calculation on the results that you have entered. Suppose you want to add the two tasks together to create a new set of results. You want the total to be an average of the two tasks as a percentage.

The Calculation Assistant, is the easiest way to do a calculation. It leads you though the steps in setting up a calculation.

Choose the Help|Calculation assistant command. This command begins with an introduction and has a button labelled Next. Read the introduction and click on Next.

You can now select the two tasks to be added as percentages, you do this by clicking on the name of each one. In this example there are only two tasks to choose from, although if there are many tasks in the markbook you may need to scroll through the list to find the tasks required.

Now click on Next, here you choose whether to make a new task to store the calculation, which is the Yes option which is already selected, so just click on Next again.

In the next step type,

```
Average one two
```

as the name of the task to be created and used to store the calculation results. You can see the task maximum is 100, which is the maximum required, so click on Next.

The type of calculation you require must now be selected. We want to average the tasks as percentages, so select the second option Add the tasks as percentages.

Generally, most calculations in markbook affect the results in all the classes, so on the next step leave the Yes, affect all classes selected and click on Next.

The last step shows a summary of the all the steps so far. To average the tasks Exam one and Exam two, to do the calculation on all the classes, and to store the results of the calculation in a new task called Average one two.

You may also notice that the Next button has changed to Finish. If you wanted to go back and change any of the steps of the calculation you could choose the Back button to return to a previous step. You may look at the previous steps now, by clicking on Back a few times, but don't actually change anything. Then click on Next until you return to the step with the Finish button.

Click on the Finish button and TPMX immediately averaging the two tasks and storing the results in the new third task. After a moment the command is complete and the new task is filled with the results. Now is a good time to save the markbook.

When a calculation is added after using the Calculation assistant, the results are immediately updated on screen. TPMX re-does the calculation periodically if the results in the tasks used in the calculation are changed. The calculation is not updated straight after each raw score is edited, instead TPMX waits for a break in the use of the markbook. Although you can force an immediate re-calculation of all tasks, by clicking on the Calculation button at the right end on the toolbar, or by choosing the Do all calculations command in the Action menu.

Printing results

For TPMX to be useful, it is often necessary to print the students' names and results onto paper. The Print menu has several commands that can print the information in different ways. Click on the Print menu, Marks is the most useful print command.

Before actually choosing any of the print command you must select the tasks to be printed. The way you select tasks is by tagging them. There are commands in the Action menu that can tag different items in TPMX.

The tags are shown on the top row of the main TPMX window. If a task already has a tag, choosing the Action|Tag task command again removes the tag.

There is an easier way to tag a task that doesn't require the commands in the menu. Instead, click on the row above each task name for each of the tasks. Tag each of the three tasks by clicking in the top row for each one, and you will see a small tag appear for each one.

Choose the Print|Marks command. The page preview appears and shows you what the printed page will look like. On the toolbar of the preview move the mouse over the buttons and keep it still above each one. After a second, small note pops up indicating what each button does. For now find the button labelled Show grid lines, it is near the Help menu, and click on it. The preview then has lines added to it.

Make sure that the printer is on and then choose the Print button. The page is then sent to the printer and after a few seconds it starts printing. If you do not have a printer attached you should skip this step.

Now you have an idea of the type of operations you can do with TPMX. To leave TPMX, choose the Quit command.

Calculations

Doing calculations

A calculation can be set up with two commands in TPMX, either the,

- Help|Calculation Assistant command, or
- Edit|Calculation command.

The Calculation Assistant is the easiest way to set up a calculation and is the recommended way to start doing calculations in TPMX.

The Calculation Assistant is suitable for doing most calculations, but it cannot do some of the less common calculations such as linear mapping. Also the Calculation Assistant cannot edit or change a calculation once it has been created.

For example, if you set up a weighted total with six tasks with the Calculation Assistant, and later need to add another task to the weighting or change one of the weights, the Edit|Calculation command must instead be used to do this. For this reason, it is recommended that you also learn how to use the Edit|Calculation command as well.

The Tutorial section describes how to use the Calculation Assistant. "The Produce a total from a weighted set of tasks?" and "Estimate a result for a student absent from an assessment task?" answers in the "How do I" chapter describe setting up a calculation with the Edit|Calculation command.

When calculations are done

TPMX does all the calculations in a markbook when:

- A markbook is opened.
- A print command is used.
- Results in the tasks are entered or edited.

In the first two cases the calculations are done immediately, while in the third TMPX waits for a break in the editing or entering of the marks before doing the calculations. This means that while you are entering a lot of results in succession, the calculations will not updated as each individual result is entered, but after you have finished.

- To make TPMX immediately do all calculations choose the Do all calculations command in the Action menu, or the Calculation button on the toolbar.

Where results are stored

When using the Calculation Assistant you have the choice of selecting the task that will store the results, or to create a new task to store the results in.

With the Edit|Calculation command the results are always stored in the current task when the command is selected. The name of this task is shown on the title bar of the Edit|Calculation dialogue. It is important to understand that the current task when choosing the command stores the calculation results, which will overwrite anything already in that column.

When using the Edit|Calculation command, first position the current cell in the column of the task that is to store the results of the calculation. The task shown on the title of the dialogue cannot be used in the calculation, because it is the destination of the calculated results.

Calculation types

The calculations in the Edit|Calculation command have names that represent the type of mathematical operation they perform. This means that for some of the calculations you may want to do, the relevant calculation type may not obvious at first.

For example, the Linear Scale calculation can convert the results in one task to be out of a different maximum by multiplying each result by the appropriate number. This means this calculation type can be used to convert a set of results to a percentage by doing a linear to a task maximum of 100.

Here is a summary of the more commonly used calculation types. For more information refer to the "Calculation types" topic.

Calculation Type	Description
Average	Adds the results in separate tasks, but first converts each result to a percentage before adding to make the total for each student.
Combine	Adds the results in separate tasks to make a single total for each student.
Grade	Assigns alphabetical or numerical grades based in the results in a single task.
Linear Scale	Multiplies a single task by factor to change the maximum of the task and all the results.
Moderate	Assigns the results of one task to the students based on the results in another task.
Standardise	Changes the distribution of the results in a single task so the task has a specified mean and standard deviation.
Rank	Assigns positions to students based on the results in a single task.
Weight	Adds tasks like the Average command and lets you specify a weighting for each task; can optionally standardise each task before adding.

Average

The Average calculation converts each result to a percentage before adding the tasks together. The default task maximum is equal to 100.

Since the results are initially converted to a percentage each task contributes equally to the final total. This means the Average command gives different results from the Combine command if each task has a different maximum.

For example, if two tasks are averaged and one task has a task maximum of 20 and the other a maximum of 100, the task with a maximum of 20 will first be multiplied by 5 to make it out of 100. The two results are then added. After the addition, the total is divided by 2 to bring the total back to a percentage.

The effect of the Average command is the same as the Weight command with each task being given a weight of 1 and there being no standardisation.

Combine

The Combine calculation adds the results of selected tasks using a simple mathematical sum. When storing the results of the combined tasks, the default task maximum is the sum of the maximum of each task selected for the combine.

Grade

The Grade calculation assigns a grade to each student based on the results in a task. The grades are initially A to E although they can be changed to up to thirty different grades with the Preferences command.

There are three different grade calculations that let you specify the number of each grade to give.

- Grade with set number
- Grade with percentages
- Grade with cut-off

Grade Type	Description
Grade with set number	This lets you specify the exact number of each type of grade to give. For example, the top 10 students may be given A, the next 20 a B and so on.
Grade with percentages	This lets you specify what percentage of students gets each grade. For example, the top 20% are given A, the next 50% a B, and so on. If there are 30 students, then 6 students would get an A, because 6 is 20% of 30.
Grade with cut-off	This lets you specify the lowest result that each grade can be given to. For example, give an A to all results from 80 to 100, a B to all results from 40 to 80, and a C to all results from 0 to 40. This means any student with a result greater than or equal to 80 gets an A. The rest of the students with results greater than or equal to 40 get a B and so on.

When assigning grades by set number or percentage it is possible that the correct number of a particular grade has been assigned, but the next student has the same result. In this case, TPMX always gives equal grades to equal results.

This may mean that if you want to give out 10 grades but there is more than one student in the tenth position with the same result, then more than 10 grades will be given.

Linear Scale

The Linear Scale calculation multiplies a task by a factor to change the task maximum and all the results in the task. You do not specify the factor required; instead the new task maximum must be given. TPMX calculates the required factor and uses it internally.

Moderate

The Moderate calculation gets the results from one task and gives those results to the students based on the results in a second task.

This means the student with the top result in a task is assigned the top result in another task. The second student gets the second result and so on, down to the last student.

Rank

The Rank calculation gives positions to students based on the results in a task. The first student gets a position of 1, the second a position of 2, and so on.

When assigning ranks you can specify the number of figures after the decimal point considered significant.

If two or more students have the same result after rounding, the command gives the students that same position with an equals sign next to the number. The next position is then skipped.

If you do not want to assign equal positions set the task with the results being ranked to show one or more decimal places, with the Edit|Decimal places command. If two students still have exactly the same result, the position is decided by the name of the student. The student with a name closest to the beginning of the alphabet gets the higher position.

Weight

The Weight calculation converts each task to a percentage and then multiples it by a weighting factor before adding the tasks to get the final result for each student. The task can also be standardised to a specified mean and standard deviation instead of converting it to a percentage if required.

The weighting given to each task can be either a decimal or a whole number, or a combination of both.

For example, three tasks are to be weighted to make a new total with weights of 10%, 30%, and 60%. The weights specified in the Weight command could be 0.1, 0.3, and 0.6. Weights of 10, 30, and 60 give exactly the same results. So would 2, 6, and 12.

It is the ratio of the weights that determines the contribution each task makes to the final result, not the actual numbers used.

Sometimes it is necessary to make sure each task has the same mean and standard deviation before adding the tasks. In this case, you should specify the required mean and standard deviation with the Weight command.

Calculation types

This section lists all the different calculation types that are available in the Edit|Calculation command. These are:

- Average
- Average highest tasks
- Combine
- Combine highest tasks
- Compare tasks
- Convert z-scores
- Copy
- Deciles
- Elective weight
- Grade average
- Grade cut-off
- Grade number
- Grade percentage
- Grade weight
- Linear Scale
- Linear mapping
- Moderate
- Quartiles
- Range
- Rank
- Round
- Standardise
- Weight

Average calculation

A task with an average calculation stores the average of the selected tasks. With this calculation, average means converting the results in each task to a percentage, and averaging these percentages for each student.

The average percent for each student is multiplied by the task maximum to produce a final result that is shown in the task. The average calculation does not do any standardisation of the results in each task. The final result is a linear sum that takes no account of the distribution of the raw results.

Average highest tasks calculation

A task with an average highest tasks calculation stores the average of the highest results from the selected tasks. You can specify the number of tasks to be averaged and only that number of tasks with the best scores are used to calculate the average. With this calculation, average means converting the results in each task to a percentage, and averaging these percentages for each student.

The average percent for each student is multiplied by the task maximum to produce a final result that is shown in the task. The average calculation does not do any standardisation of the results in each task. The final result is a linear sum that takes no account of the distribution of the raw results.

Combine calculation

A task with a combine calculation stores the total of the selected tasks. With this calculation, combined total means summing the result in each task for each student.

The combined total for each student is linearly scaled to be in the range of zero and the task maximum to produce a final result that is shown in the task. The combine calculation does not do any standardisation of the results in each task. The final result is a linear sum that takes no account of the distribution of the raw results.

If the task has a maximum that is equal to the total of the selected task maximums, the combine calculation gives the same result as adding the raw result for each student.

Combine highest tasks calculation

A task with a combine calculation stores the total of the highest results for the selected tasks. You can specify the number of tasks to be combined and only that number of tasks with the best scores are used to calculate the total sum. With this calculation, combined total means summing the result in each task for each student.

The combined total for each student is linearly scaled to be in the range of zero and the task maximum to produce a final result that is shown in the task. The combine calculation does not do any standardisation of the results in each task. The final result is a linear sum that takes no account of the distribution of the raw results.

If the task has a maximum that is equal to the total of the selected task maximums, the combine calculation gives the same result as adding the raw result for each student.

Compare tasks

A task with a combine calculation stores the difference between the two selected tasks. Each student result in the first task is subtracted from the result in the second task. This is useful for comparing student performance between two tasks.

Convert z-scores

A task with a convert z-scores calculation converts a set of z-scores into a set of marks with the mean and standard deviation that you specify. Each student has their z-score multiplied by the standard deviation and added to the mean.

This is useful if in the Preferences command you have the z-score weighting option of the Calculation defaults Methods set to Yes. By using this calculation you can convert the z-scores to actual marks.

Copy calculation

A task with a copy calculation stores the results from selected tasks. Copy only stores the results from one task for each student. This is useful when there is more than one task with a total that needs to be ranked as a single group.

For example, Class A has three exams that are weighted to a single set of results. Class B, in the same markbook has three different exams that are weighted as separate tasks that produce another set of results. So, there are two tasks each used by a different class for storing a weighted calculation, but for further calculations, the results from each class need to be in a single task.

By creating a new task, and assigning the copy calculation to it you can choose the two tasks that are copied into the single task. The tasks chosen for the copy calculation should only have one result for each student in the selected tasks.

This calculation is useful when working with classes in a single markbook that require different types of calculations but still need to produce a single task of results for ranking purposes.

Deciles

A task with a Deciles calculation stores the decile for each student based on his or her result in the selected task. In this calculation, the decile means assigning the highest decile of 1st to the top 10% percent of students with the highest results. The next 10% percent grouping of students are assigned 2nd, repeating this process until all the students have a decile, from 3rd to 10th.

If two or more students have the same result they are assigned the same decile, even if this means assigning more than 10% percent to the group. To ensure the number of students in each decile is as close to 10% of the total number, you can use the Edit|Decimal places command to show the figures after the decimal point to separate the students if the results are not all whole numbers.

Elective weight calculation

A task with an elective weight calculation stores the weighted total of the selected tasks that may include tasks not done by all students. The weight for each task is specified as part of the calculation and is attached to the task with the calculation.

If a task is missing a result for a particular student that task is ignored for that student and only the tasks that have a result a weighted together. Unlike the regular weight calculation, the elective weight calculation does not produce a N/A if a student has missing results.

With this calculation, weight means standardising the results for each task to a specified mean and standard deviation, multiplying each task by its weight, and summing each weighted task.

The weight percent for each student is multiplied by the task maximum to produce a final result that is shown in the task. The elective weight calculation standardises each task to a set mean and standard deviation that is set in the Options of the Edit|Calculation.

The Calculation method in the Preferences command allows the changing of the mathematical steps used when calculating the mean and standard deviation and the weighted results.

Grade average calculation

A task with a Grade average calculation stores the grade average of the selected tasks. With this calculation, grade average means converting the letter grade in each task to a number, and averaging these numbers and converting them back to a letter grade for each student.

This calculation only works for tasks that have a letter grade in them. Mathematically, A is equal to 1, B is equal to 2 and so on. For each student these numbers are averaged and then converted back to a letter, so if the average is 3 the student is assigned the grade of C.

Grade cut-off calculation

A task with a Grade cut-off calculation stores a grade for each student based on his or her result in the selected task. With this calculation, grade cut-off means assigning the highest grade to the students with results greater than, or equal to the first cut-off. The next grade is then assigned to the students with a result greater than or equal, to the next grade cut-off, repeating this process until all the students have a grade.

The Preferences command allows you to set the initial list of grades shown for this calculation and the cut-off for each one.

Grade number calculation

A task with a Grade number calculation stores a grade for each student based on his or her result in the selected task. In this calculation, grade with set number means assigning a specific number of students with the highest results with the highest grade. The specified number of students get the next grade, repeating this process until all the students have a grade.

If two or more students have the same result they are assigned the same grade, even if this means assigning more than the specified number. The Preferences command allows you to set the initial list of grades shown for this calculation and the percent for each one.

Grade percent calculation

A task with a Grade percent calculation stores a grade for each student based on his or her result in the selected task. In this calculation, grade with percentages means assigning the highest grade to a specified percentage of students with the highest results. The next percent grouping of students are assigned the next grade, repeating this process until all the students have a grade.

If two or more students have the same result they are assigned the same grade, even if this means assigning more than the specified percent. The Preferences command allows you to set the initial list of grades shown for this calculation.

Grade weight calculation

A task with a Grade weight calculation stores a weighted grade for each student. With this calculation the grade weight means converting the letter grade in each task to a number, and weighting these numbers and converting them back to a letter grade for each student. You select the weighting for each task by choosing the Options button.

This calculation only works for tasks that have a letter grade in them. Mathematically, A is equal to 1, B is equal to 2 and so on. For each student these numbers are weighted in a linear way and then converted back to a letter, so if for example the weighted total is 4 the student is assigned the grade of D.

Linear Scale calculation

A task with a linear scale calculation stores the linearly scaled result of a task. In this calculation, linear means first converting the result to a percentage. The percent for each student is multiplied by the task maximum to produce a final result. The linear scale calculation does not do any standardisation of the results in the task.

Linear mapping calculation

A task with a linear mapping calculation stores the mapped results of one task in another task. In this calculation, linear mapping means changing each student result according to a linear formula. It is similar to changing the range, but has more flexibility as more than one set of results can be specified as the mapping points.

If a linear mapping with only two points is required, the Range calculation has the same effect and is easier to use.

Moderate calculation

A task with a moderate calculation stores the standardised result of one task that is moderated to have the same distribution as another task.

In this calculation, moderate means standardising the results for the task to the mean and standard deviation of the same class but in another task. The moderate calculation standardises the first task added to the calculation so each class has the same mean and standard deviation of the second task.

Quartiles calculation

A task with a Quartiles calculation stores the quartile for each student based on his or her result in the selected task. In this calculation, the quartile means assigning the highest quartile of 1st to the top 25% percent of students with the highest results. The next 25% percent grouping of students are assigned 2nd, repeating this process until all the students have a quartile with 3rd and 4th.

If two or more students have the same result they are assigned the same quartile, even if this means assigning more than 25% percent to the group. To ensure the number of students in each quartile is as close to 25% of the total number, you can use the Edit|Decimal places command to show the figures after the decimal point to separate the students if the results are not all whole numbers.

Range calculation

A task with a range calculation stores the linearly mapped result of a task. In this calculation, range means linearly mapping the results so the student with the highest result is mapped to maximum specified value, and the student with the lowest result is mapped to minimum value.

The results between the maximum and minimum are linearly mapped so the relative difference between each student is unaltered.

Rank calculation

A task with a rank calculation stores the ranking of each student on the selected task. In this calculation, ranking students means assigning a 1 to the student with the highest result, a 2 to the next highest, repeating this process down to the lowest result.

If two or more students have the same result, they are assigned an equal rank which is indicated by the = symbol next to the rank. The students are ranked with the results rounded to the number of decimal places shown in the selected task.

Round calculation

A task with a round calculation stores the results from selected tasks. This calculation rounds and stores the numbers, which can be useful, if the results are used in further calculations where the hidden significant figures are unnecessary.

Round allows you to select the number of decimal places to be stored in a column. Normally TPMX stores results to a minimum of six significant although in the display the results are rounded.

Standardise calculation

A task with a standardise calculation, stores the standardised result of a task. In this calculation, standardise means standardising the results for the task to a specified mean and standard deviation.

The Calculation method in the Preferences command allows the changing of the mathematical steps used when standardising the results.

Weight calculation

A task with a custom weight calculation stores the weighted total of the selected tasks. The weight for each task is specified as part of the calculation and is attached to the task with the calculation this. This means the same tasks can be given different weights in different calculations.

With this calculation, weight means standardising the results for each task to a specified mean and standard deviation, multiplying each task by its weight, and summing each weighted task. The weight percent for each student is multiplied by the task maximum to produce a final result that is shown in the task.

The Calculation method in the Preferences command allows the changing of the mathematical steps used when standardising the results.

Weighting methods

TPMX has three different methods that can be used when weighting tasks. Each method may give a different set of results depending on the distribution of marks.

The methods are:

- Weighted deviation
- z-scores
- Linear

Weighted deviation

This method is the default weighting. The result of each student for each task is multiplied by a factor that is based on a sum of the maximums and standard deviations of each task.

The method is similar to using z-scores, but does not require a mean and standard deviation to be specified to convert the marks into the range between 0 and the maximum of the task storing the results of the weighting.

- This method is the default used by TPMX after installation. Unless you have a specific reason to use another method, this is recommended because it is easy to use and takes into account the standard deviation of the marks.

When this method is chosen, there is the option of turning off the standardisation and using the linear weighting method for any individual calculation by choosing the Options button in the Edit| Calculation command, and selecting the Linear weighting only option.

z-scores

This method first converts each task into a set of z-scores. Each task is then multiplied by the weight and added to give a total as a dimensionless z-score. A z-score is not a mark between 0 and the task maximum, but is a positive or negative values above or below the mean. A student with a result equal to the mean gets zero.

- z-scores can be ranked, but are more difficult to understand and so should only be used if you are specifically required to.

If necessary, you can convert the z-scores into marks with the Convert z-scores calculation of the Edit|Calculation command.

When this method is chosen, there is the option of turning off the standardisation and using the Linear weighting method for individual calculations by choosing the Options button in the Edit| Calculation command, and selecting the Linear weighting only option.

Linear

This method is based on multiplying the result in each task by a linear factor based on the weight of each task.

With this method, the calculation of each weighted total is independent of the other students. There is no attempt to alter, or take into account, the distribution of results.

If before using TPMX, you previously weighted student results without ever requiring statistics such as the mean and standard deviation of each task, this is probably the method previously used.

Choosing the best method

None of these methods is the right method for all situations. Each method makes assumptions about what is the most accurate interpretation of a weighted set of results.

There is debate about what a measure such "standard deviation" means for a small sample of scores and how accurately the standard deviation can be calculated in those cases.

Using the z-scores method is the most statistically rigorous, for a course with large candidature.

Conversely, if the number of students is relatively small, or the distribution of results is unusual the Linear Weighting method can be a suitable method to use.

- Using the default weighted deviation method is a compromise between the two other methods, and if you have no reason to use either of them, you can use the default settings.

The way TPMX calculates results is affected by the Preferences method command. In the Calculation defaults, Methods item you can set the method used by TPMX. Set the fields as shown in the table below to change the weighting calculations.

Weighting method	Linear weighting	z-score weighting
Weighted Deviation	No	No
z-scores	No	Yes
Linear	Yes	No

SMPCS makes no claim as to which method of weighting should be used with your results. TPMX is a flexible mathematical tool that provides different calculation methods to satisfy the needs of different schools and teachers.

When weighting results, and in general when doing any calculations, due care should be exercised to ensure the results produced are those intended.

Outcomes

Outcomes and calculations

In TPMX the Outcomes tab shows the outcomes stored in a markbook. This view together with the Outcome descriptors in the Preferences command allows you to store and work with outcomes to determine a level of achievement for each outcome for each student.

The commands that can be used with outcomes are:

- Edit|Outcome
- Edit|Note|Outcome
- New|Outcome
- Print|Outcomes
- Preferences
- Action|Move|Outcomes

To use the first group of commands you must be on the Outcomes view by first choosing the Outcomes tab.

Adding outcomes

Outcomes are added to the markbook by choosing the New|Outcome command.

1. Choose the Outcomes tab.
2. Choose the New|Outcome command.
3. If required, enter the code for the outcome in the Code column.
4. Enter a short name for the outcome in the Outcome name column.

Repeat steps 2 to 4 for each outcome of the course. Outcomes stored in a markbook should only be for the course of the classes that are stored in the markbook.

The code may be the education department code for the outcome or a code used at the school. You can leave the Code column empty if such identifiers are not used in the school or later in the reporting process.

For convenience, TPMX stores a short name or abbreviation for each outcome. This is for easy viewing on the markbook window and to allow printing of compact pages of outcomes and levels of achievement.

If the outcomes are short the complete outcome may fit in the Outcome column.

The full of text of each outcome is entered with the Edit|Note|Outcome command.

1. Choose the Outcomes tab.
2. Move the current cell to the row with the outcome.
3. Choose the Edit|Note|Outcome command.
4. Enter the complete outcome.
5. Choose OK.

Repeat steps 2 to 5 for each outcome.

Outcome descriptors

The Level column on the Outcomes pane is where the level of achievement appears according to the descriptors set in the Preferences command. By default these are:

- Outstanding
- High
- Sound
- Basic
- Limited

These are set in the Default descriptors item of the preferences. The Descriptor cut-offs item in the preferences allows you to set the minimum percentage required to achieve the level. You can change these values to suit the reports at your school.

In the Preferences command the Default descriptors and Default cut-offs must be ordered from the highest level to the lowest and the cut-offs must be percentages, so between 0 and 100. (You do not need to enter the % sign.)

Once you have set these up you are ready to let TPMX assign a level of achievement based on the tasks you specify as contributing to each outcome.

Levels of achievement

When you select the Outcomes tab the list of tasks in the markbook are shown with one column per task. For TPMX to put a descriptor in the Level column, you must select the tasks that affect each outcome.

Control-click with the mouse on the row of an outcome in the task column that contributes to the outcome. When you Control click on a cell with a mark, a tick appears next to the mark to indicate that this mark will be averaged with the other ticked marks to determine the level of achievement. The marks that you see are those for the student who is currently selected, the name of who is shown above the Outcome name heading. Control-clicking in a cell for a second time removes the tick from the task.

If when you Control-click on a cell and the tick does not appear it means the outcomes are locked in the File|Advanced|Lock command. In this case, the Administrator password is needed to first turn off the lock in this command.

- The tasks that are ticked for each outcome apply to all students in the markbook.

The selected tasks do not need to be out of 100, TPMX automatically converts them when calculating the level of achievement.

Mathematically, TPMX converts the result of each ticked task to a percent, out of 100. The mean (average) of these percentages is then calculated. The level of achievement is the highest outcome descriptor that has a cut-off that is smaller than or equal to the average.

If a student does not have any results for the tasks that are ticked for an outcome then n.a. appears in the Level column.

Changing the cut-offs

The Default Cut-offs in the Preferences command apply to all outcomes in the markbook. This means that the tasks that are selected for each outcome need to have a distribution of marks that are spread across the cut-off marks.

If necessary the cut-offs for an outcome can be adjusted by clicking on the row of the outcome and choosing the Edit|Calculation command, or with the calculator icon on the Outcomes toolbar.

The changed cut-off marks affect all students in the markbook for the outcome.

Printing outcomes

The Print|Outcomes command prints a summary of the level of achievement for each student in the current class. To do this:

1. Choose the Outcomes tab.
2. Choose the Print|Outcomes command.

This command normally shows all the students in the class with one column for each outcome.

Tagging outcomes with the Action|Tag outcome command or clicking in the column along the left edge, you can restrict the outcomes that appear on the printed page.

The Print|Outcomes command only shows the Outcome name on the page, and not much of it will fit in the table.

For a page that has the full outcome, turn on the Show alternate view button on the Preview page before choosing the Print|Outcomes command.

When using the Show alternate view you can also turn on the Show detailed view button to include the outcome code and name on the page.

The alternate view of the Print|Outcomes command requires more space for each student. For this reason, by default only the current student is shown.

To include more students in this view, you can tag them before choosing the Print|Outcomes command.

Using the outcomes and levels of achievement in other software

When the Outcomes pane is visible the Edit|Copy copies the information onto the clipboard in a format that can be usefully pasted into a spreadsheet or other application.

You can limit the students and outcomes copied by tagging them first before choosing the Edit|Copy command.

Outcomes, grades and reports

Many educational bodies have recently mandated requirements that student reports must satisfy. While not discussing the merits or otherwise of different reporting trends and requirements, this section details some ways that TPMX can be used to generate the data that must be included on reports. You should check with your school executive as to the suitability of the methods describes here.

Generating a single student grade

Generating a single grade from A to E for each can be done with the TPMX. In this example, it is assumed that you already have a task that has a maximum possible result of 100 and has numerical results for each student in that range. It is also assumed that the result for each student is indicative of each students overall performance in the course.

This second assumption is a big one. See further below for some suggested ways you could use TPMX to get that single percentage.

By default, TPMX has the grades A, B, C, D, E set in the Preferences command for use in calculations. Before proceeding, you may want to check that these are the Default grades in that command because it makes the next steps easier. With an open markbook to assign grades based on a single result of each student you can do this.

1. Choose the Help|Calculation Assistant command.
2. Choose Next.
3. Click on the name of the task that has the numerical results that represent the students overall achievement to select it.
4. Choose Next.
5. Leave Yes selected and choose Next
6. Enter the name of the task, for example, Overall Report Grade.
7. Leave the maximum at 100 and choose Next.
8. Select Assign grades to each student.
9. Choose Next.
10. Select All students above a Cut-off mark get the same grade.
11. Choose Next.
12. Leave 5 as the number of grades (if it is not 5, change it) and choose Next.
13. If necessary, edit the rows in the first column to be from A to E, from top to bottom.
14. In the column next to each grade enter the cut-off for the grade. This means the lowest result a student can have and still get the grade.
15. Choose Next.
16. Leave Yes selected and choose Next.
17. Review the calculation that has been set. You can use Back button if you need to change anything.
18. Choose Finish.

Now the new task is created with the grades assigned to each student based on their result in the task selected in step 3 and the cut-offs specified in the step 14.

If you don't have a single percentage result, but instead have a set of tasks that already have grades

from A to E from set of outcomes and you need to average them to find a single grade, the Averaging grades heading in this section details how you can do this.

Using the grades on a report

The grades assigned in this way can be used on a report by using the clipboard to copy and paste the results. The specific details of getting the grades onto your reports will depend on your reporting system, but in this example the data will be pasted into an Excel or Numbers spreadsheet where it can be arranged or prepared for further use.

1. Choose the All student tab
2. Move the cursor (the dotted rectangle) to any cell in the Overall Report Grade task which has the grades done in the previous set of steps.
3. Choose the Action|Tag task command.
4. Choose the Edit|Copy command.
5. Open Excel, Numbers, or your preferred spreadsheet application.
6. Choose the Edit|Paste command in the spreadsheet.

Column F in the spreadsheet has the Overall Report Grade from the markbook and the other columns include other details that may or may not be needed. Once in Excel or Numbers any columns that are not needed could be deleted, before doing another Copy and Paste into your reporting system.

Counting the total number of each grade

The number of grades from A to E given to the students in a course needs to be available as part of the new reporting requirements in some case. The number of each grade allocated may not need to be on each report, but a summary does need to be available if requested. While your reporting system may be able to count the number of grades, TPMX can count the number of each grade given to the students as a group.

Continuing with the example above, you can get these totals, by doing this in TPMX.

1. Move the cursor (the dotted rectangle) to any cell in the Overall Report Grade task which has the grades done in the previous set of steps.
2. Choose the Tools|Count grades command.
3. If you want to copy the totals into another application you can choose the Copy button.

If you need to count the number of grades other than just the letters from A to E you can use the Tools|Count results command.

The Tools|Count results command is also useful for checking if there are any students that have results or entries that are outside of the expected range of values.

Making a single result for a student

The steps above started with the assumption that you had a single task in TPMX that represented the overall achievement of the student as a single number out of 100. How you calculate this result will depend on the policies of your faculty or school. One possible method is:

Weighting a set of tasks

To do this you do not need to have the tasks to be out of 100, the task maximum can be any number and the calculation will take this into account when weighting the tasks. In this case, the Calculation Assistant is used.

1. Choose the Help|Calculation Assistant command.
2. Choose Next.
3. Click on the name of the first task that will determine each students overall result to select it.
4. Repeat step 3 to select each other task to be included in the weighting.
5. Choose Next.
6. Leave Yes selected and choose Next
7. Enter the name of the task, for example, Overall Result.
8. Leave the maximum at 100 and choose Next.
9. Select Weight the tasks while adding.
10. Choose Next.
11. Enter next to each task the percent weighting to be used. You can enter whole or decimal numbers, for example, 12.5 and 15 to represent the percents. Do not enter the % symbol.
12. Choose Next
13. Leave Yes selected and choose Next
14. Review the calculation that has been set. You can use Back button if you need to change anything.
15. Choose Finish.

The Overall Result task now includes the single number out of 100 to represent each student's achievement. Which makes the markbook ready for generating a single student grade as detailed at the start of this section. In some schools the Standardise the columns before adding with weights option may be what is needed in step 9.

Averaging grades

In some cases, it is not a set of tasks with numbers that need to be weighted, instead it is a set of letter grades that need to be used to work out the single overall grade. When you have a set of grades from A to E that need to be averaged to make a single grade for each student you can do these steps. These are not done with the Calculation Assistant and are instead done with the Edit| Calculation command.

1. Choose the New|Task command.
2. Enter the task name Overall Report Grade.
3. Press Down arrow.
4. Enter the 100 for the task maximum.
5. Press Return.
6. Choose the Edit|Calculation.
7. Select Grade Average in the Calculation list.
8. Select a task that has the grade that will contribute to the average from the Tasks list.
9. Choose Include.
10. Repeat steps 8 and 9 for each task that is to be averaged.
11. Choose OK.

The new task now shows the averaged grade for the tasks selected in step 8 to 10.

Outcomes

So far, methods have been shown to work out a single grade for each student, but another part of the new reporting trends is showing outcomes and indicating the level achieved in each one. TPMX can help with this as well. Full details of setting up outcomes are in the main "Outcomes" chapter of this Guide & Reference, but here is a summary of the main steps.

1. Choose the Outcomes tab.
2. Choose the New|Outcome command.
3. Move the current cell to the new row.
4. Enter a short name for the outcome in the Outcome name column.
5. Choose the Edit|Note|Outcome command.
6. Enter the complete text of the outcome.
7. Press the Return key.
8. Choose OK.
9. Repeat steps 2 to 7 for each outcome.

You are now ready to calculate the level of achievement in each outcome for each student. To do this you need to first set the different descriptors and the percent result needed to achieve each level.

1. Choose the Preferences command.
2. Select the Default descriptors preference item.
3. If necessary, edit the list of descriptors, with the highest achievement at the top.
4. Select the Default cut-offs preference item.5. Enter the cut-off for the first descriptor. This number should be out of 100.
5. Repeat step 5 for each descriptor, with cut-offs going from highest to lowest.
6. Choose OK.

Now the Outcomes tab is ready to calculate the level of achievement for each outcome. This assumes you have a set of tasks in the markbook which measure outcomes. The calculation used to determine each outcome level is a simple averaging, so if you need to combine tasks in a more complicated way, you will need to first set up some calculations that give a single result for each outcome.

1. Choose the Outcomes tab.
2. If necessary, scroll across to the first task that measures the outcome.
3. Click on the cell with the mark.
4. Repeat steps 2 and 3 for each task.
5. Repeat steps 2 to 4 for each outcome.

As you click on each cell a tick appears to indicate it will be averaged with the other tasks for that outcome. For an outcome where you have made a task that has a more involved calculation than just averaging to calculate the level, then only that task should have the tick on that outcome row.

Changing the descriptor cut-offs

The steps in the previous section let you set the minimum mark required for each descriptor, i.e. the cut-off mark. The cut-offs set in the Preferences command applies to all outcomes. In some cases you may need to alter the distribution of the levels for an individual outcome. You could do this by setting up an additional calculation that changes the distribution of the results so the marks are

better grouped across the outcome cut-offs.

Another way to change the cut-offs for a specific outcome. To do this:

1. Choose the Outcomes tab
2. Click on a cell in the row of the outcome that needs adjusting.
3. Choose the Edit|Calculation command.
4. Change the cut-off for each descriptor.
5. Repeat step 4 for each descriptor as necessary.
6. Choose OK

Using the outcomes on a report

The outcome descriptor assigned in this way can be used on a report by using the clipboard to copy and paste the levels of achievement. The specific details of getting the levels onto your reports will depend on your reporting system, but in this example the data will be pasted into an Excel or Numbers spreadsheet where it can be arranged or prepared for further use.

1. Choose the All student tab
2. Choose the Outcomes tab
3. Move the cursor (the dotted rectangle) to any cell in the row of the outcome you want on the report.
4. Choose the Action|Tag outcome command.
5. Repeat steps 3 and 4 for each outcome.
6. Choose the Edit|Copy command.
7. Open Excel, Numbers, or your preferred spreadsheet application.
8. Choose the Edit|Paste command in the spreadsheet.

Once in Excel or Numbers any columns that are not needed could be deleted, before doing another Copy and Paste into your reporting system.

Student report command

The Print|Student report command is not a substitute for a reporting system, but it does allow you to print a quick report for a student that can include marks, outcomes and teacher comments. To use the command:

1. Choose the Outcomes tab
2. Tag the outcomes you want on the report.
3. Choose the All students or the class tab.
4. Tag the tasks you want on the report.
5. Tag the students you want a report for.
6. Choose the Print|Student report command.

The report includes the rank for each tagged task, with the ranking out of the students shown, either the class or All students depending which tab is selected. Comments entered in the Edit|Note|Report comment command appear on the report.

- To have one report per page turn on the Show items on separate pages option on the Print Preview toolbar.

Grades are only shown for tasks that have a grade calculation in another column. This is because depending on your grading criteria it often does not make sense to translate a mark into a grade automatically. Usually there needs to be some judgement made in relation to the cut-off mark for each grade.

How do I?

Access the commands that require the administrator"s password?

After installing TPMX the administrator's password is SUNSHINE. To change the administrator's password you must enter this password first.

This password is required for several commands related to markbook security.

Add students to the markbook?

Each student must have a family name and a given name.

1. Select the class the student is to be added to from the Tabs below the toolbar.
2. Choose the New|Student command.
3. Enter the family name.
4. Press Tab.
5. Enter the given name.
6. Press Return.
7. Choose the Edit|Gender|Female or Edit|Gender|Male menu item as appropriate.

More than one student can be made by repeating steps 2 to 6 as many times as required.

If student names are in another application, they can be put in a markbook with the Edit|Paste command after copying the results to the clipboard in the other application.

Apply the mean and standard deviation of one task to another task, on a class by class basis?

1. Move to the task with the results that have the mean and standard deviation you require.
2. Choose the Tools|View statistics command.
3. Note down the mean and standard deviation of each class.
4. Choose OK.
5. Choose the New|Task command.
6. Enter the task name.
7. Press Down arrow.
8. Enter the task maximum.
9. Press Return.
10. Choose the Edit|Calculation command.
11. Select Standardise from the Calculation list.
12. Select the task to standardise from the Tasks list.
13. Choose Include.
14. Choose Classes.
15. Select a class in Calculation applied to list.
16. Choose Remove.

17. Repeat steps 15 and 16 for each class, except the first one being given a mean and standard deviation.
18. Choose OK.
19. Choose Options.
20. Enter the mean and standard deviation noted for this class from step 3.
21. Choose OK.
22. Choose OK.
23. Choose the Edit|Calculation command.
24. Choose Classes.
25. Select the class in the Calculation applied to list.
26. Choose Remove.
27. Select the next class from the Classes list.
28. Choose Include.
29. Choose OK.
30. Choose Options.
31. Enter the mean and standard deviation noted for this class from step 3.
32. Choose OK.
33. Choose OK.
34. Repeat steps 23 to 33 for each class.

In doing these steps the Print|Statistics command could be used instead of steps 1 to 4 to print the mean and standard deviation for the task.

When applying a calculation to the same task more than once, note that TPMX stores only the most recent calculation. This means that if the raw in a class are changed then steps 23 to 33 will need to be repeated for that class.

Assign grades with the distribution of 10%, 20%, 40%, 20%, and 10% based on a set of results?

The Grade with percentages calculation assigns grades based on a certain percentage of students getting each grade. By default there are five grades that use the percentages of 10%, 20%, 40%, 20%, and 10%, although you can change these if you need to. To store the grades, a new task must be made.

1. Choose the Edit|Task command.
2. Enter the task name.
3. Press Return.
4. Choose the Edit|Calculation command.
5. Select Grade with percentages from the Calculation list.
6. Select the task to be graded in Tasks list.
7. Choose Include.
8. Choose Options.
9. Confirm the percentages are those required.
10. If necessary, change any of the percentages.
11. Choose OK.
12. Choose OK.

If the grades shown in step 8 are not those you need, you can change them in the Options, or if you have a set of grades that are normally used you can set them in the Preferences command.

Change a set of results to be a percentage?

Often exams and assessments tasks are marked out of totals that are not percentages, i.e. not out of 100. Sometimes it is convenient to have the results as a percentage.

For example, in a simple case, if an exam is out of 20 the results are multiplied by 5 to make them out of 100. More commonly the raw scores are out of number that is not a multiple of 10 and the multiplying factor is not a whole number.

TPMX handles such operations with the Linear Scale calculation. As with all calculations, a task must be created to store the results that are converted to the percentage.

1. Choose the New|Task command.
2. Enter the task name.
3. Press the Down arrow key.
4. Enter the task maximum of 100.
5. Press Return
6. Choose the Edit|Calculation command.
7. Select Linear Scale in the Calculation list.
8. Select the task to make into a percentage in the Tasks list.
9. Choose Include.
10. Choose OK.

The results converted to a percentage cannot be stored in the same task. The design of TPMX encourages the keeping of all raw scores so they can be used for possible future calculations without any loss of accuracy.

Generally, all raw scores should be entered as such, and kept in the markbook for reference. Deleting tasks of raw scores that have been used in calculations is not encouraged as it potentially leads to small amounts of inaccuracy due the effects of numbers being rounded internally.

Set the default preferences for each new markbook?

- To set the preferences for new markbooks made in the future, you must set the Preferences while no markbook is open.

The way the settings in the Preferences command are stored depends on whether a markbook is currently open or not.

- If there are no markbooks open and you use the Preferences command, the options set are stored as defaults for each new markbook made.
- When a markbook is open and you use the Preferences command, the options set only apply to the open markbook.

This behaviour is required because if you have a markbook and have carefully set the options in the Preferences command to how you want them, if someone else has been using TPMX and using the Preferences command you do not want their options to affect your already made markbooks.

Change the date and number of weeks for the class roll

The Print|Class roll command uses settings in the Preferences command. To set the date for the first week of the roll, you can:

1. Choose the Preferences command.
2. Select the Class roll item in the Options section.
3. Change the Start date field.
4. Choose OK.

You can also change the number of weeks shown and the number of subdivisions. The subdivisions are the number of columns you need in each week for recording the attendance. Often the subdivisions is the number of school days in a week, i.e. 5, but it should be the number of periods for the class that need to be recorded each week.

- Setting the printer to Landscape is usually recommended for printing class rolls.

- Changing the width of the student names is often needed for a roll, see the "Increase the width of the columns for the student names on the Print Preview page?" topic for details on doing this.

Change the minimum and maximum result in a task?

The Range calculation lets you specify the lowest and highest results for a task and maps the results to lie in that range. To store the new results, a new task must be made.

1. Choose the New|Task command.
2. Enter the task name.
3. Press the Down arrow key.
4. Enter the task maximum.
5. Press Return.
6. Choose the Edit|Calculation command.
7. Select Range from the Calculation list.
8. Select a task from the Tasks list.
9. Choose Include.
10. Choose Options.
11. Enter the Lowest and Highest marks.
12. Choose OK.
13. Choose OK.

Note that this mapping is a linear calculation. To modify the spread of results taking into account the distribution, use the Standardise calculation.

Change the number and type of grades assigned by TPMX?

After installation TPMX uses in grade calculations five grades from A to E. These are the default grades used in a grade calculation.

These defaults can be changed to another set of grades.

1. Choose the Preferences command.
2. Select the Default grades preference item.
3. Enter or change the grades in the Grade list.
4. Choose OK.

The grades set in the Preferences are used in all new grade calculations. After changing the default grades, all the existing grade calculations are unchanged, only new calculations use the default settings.

These are the default grades shown when you do a grade calculation, but you always have a choice of using different grades when setting up a calculation. So you should set the Default grades to those most often used, but you are not limited to using only those grades.

Change the page size for the printer?

If the size of the paper in the printer is changed you need to tell TPMX the new size of the paper.

1. Choose the Preferences command.
2. In the Preference items list select the printer being used.
3. Change the values for the Printable width and Printable height.
4. Choose OK.

When altering the settings of the printer, if you want to change the printer used, select the Print|Printer command to change the printer used.

Check the spelling of a report comment?

The Edit|Note|Report comment command includes a Spelling button. Choosing this button checks the spelling on the text in the comment field. Once the text is checked any words not in the dictionary are highlighted in red.

For words that are unknown, you can Control-click on the word, to show the spell check contextual menu.

From this menu you can:

- Add the word to the dictionary.
- Ignore the word during this spell check.
- Choose the correct spelling from a list of suggestions.

The dictionary is not exhaustive and there may be correct words that are not in it. In this case, you can add the word to the dictionary. Added words are not put in the main dictionary, but in a custom list of words used by TPMX.

Copy results from one markbook to another?

TPMX can copy results onto the clipboard, which can then be pasted into other markbooks, or even other applications such as a spreadsheet or word processor.

1. Move the current cell to anywhere in the task you want to be copied to the clipboard.
2. Choose the Action|Task Tag command.
3. Choose the Edit|Copy command.
4. Open the other markbook with the File|Open command.
5. Choose the Edit|Paste command.

The results in the task tagged in step 2 are pasted into a task of the same name in the second markbook opened in step 4.

When the results are pasted from one markbook to another, the names of the students are matched, so if the students are in a different order the correct students still receive the results.

To copy more than one task, repeat steps 1 and 2 as many times as necessary. If no tasks are tagged, every task is copied to the clipboard.

The technique described in this answer can copy results between any two markbooks.

Convert the results in a task that is marked out of, say 50, to a mark out of 25?

The Linear Scale calculation lets you specify a different task maximum and multiplies the results by an appropriate number to scale it to the new maximum. In this example, the results are multiplied by 0.5 to convert them to be out of 25. To store the scaled results, a new task must be made.

1. Choose the New|Task command.
2. Enter the task name.
3. Press Down arrow.
4. Enter the task maximum of 25.
5. Press Return.
6. Choose the Edit|Calculation command.
7. Select Linear Scale from the Calculation list.
8. Select the task that is out of 50 from the Tasks list.
9. Choose Include.
10. Choose OK.

The same steps are followed if you want to convert a task of results to be out of a higher maximum.

Note that this scaling is a linear calculation. To modify the distribution of results, use the Standardise calculation.

Create a new class?

Student can only be added to a class. Each class must have a name and an optional teacher name.

1. Choose the New|Class command.
2. Enter the name of the class.
3. Press Up arrow.
4. Enter the family name of the teacher.
5. Press Tab.
6. Enter the given name of the teacher.
7. Press Return.

More than one class can be made by repeating steps 1 to 6 as many times as required. As each class is created it is added to the tabs below the toolbar in the markbook window.

Create a new markbook?

Creating a markbook from scratch requires adding classes, students, and task to a new markbook. The steps here assume this is done by entering the information by hand. If the data is available in another application or file, importing the information is usually more convenient.

1. Choose the File|New command
2. Choose the New|Class command.
3. Enter the name of the class.
4. Press Up arrow.
5. Enter the family name of the teacher.
6. Press Tab.
7. Enter the given name of the teacher.
8. Press Return.
9. Repeat steps 3 to 8 to make more than one class.
10. Choose the New|Student command.
11. Enter the family name.
12. Press Tab.
13. Enter the given name.
14. Repeat steps 10 to 13 to make more than one student.
15. Choose the New|Task command.
16. Enter the task name.
17. Press Down arrow.
18. Enter the task maximum.
19. Press Return.
20. Repeat steps 15 to 19 to make more than one task.
21. Choose the File|Save command.
22. Enter the markbook name.
23. Press Return.

Following these steps you can quickly enter information without requiring the mouse if you use the keyboard shortcuts for the menu commands.

When students are added they are always put into the class that is selected on the tabs below the toolbar in the markbook window. To add students to a specific class, you must select the class before choosing the New|Student command.

Delete a class?

When a class is deleted, it is removed from the markbook and all the students in the class are deleted.

1. Choose the Action|Delete classes command.
2. Enter DELETE to confirm the deletion and choose OK.

The students deleted as the class is deleted are available in the Tools|Undelete students and can be restored, if necessary.

Delete more than one student?

When a student is deleted, they are removed from the class and all calculations and statistics. Any results in the student's row are also deleted.

1. Click on any cell in the row of the student to delete.
2. Choose the Action|Tag student command.
3. Repeat steps 1 and 2 for each student.
4. Choose the Action|Delete|Students command.
5. Type DELETE to confirm the deletion and choose OK.

Instead of steps 1 and 2 you can instead tag each student by clicking in the column to the left of the student family name.

Deleted students with their results, can be restored with the Tools|Undelete students command.

Estimate a result for an absent student for an assessment task?

If a one or more students are missing a raw score, TPMX can calculate an estimate based on the students' other raw scores.

1. Click on any cell in the column that needs estimates.
2. Choose the Tools|Estimate results command.

Each student without a result is given an estimate. To distinguish each estimate from actual results, the result is prefixed with the letter e.

Force a student result to stay at zero, even when standardising a task?

A student may be given a result of zero for an assessment, and the result is intended to stay a zero because of a "no attempt". But if the task is standardised as part of a weighting, the zero can become a better non-zero result because of the mathematical process of standardising. This may be undesirable.

In those cases a zero can be forced to stay a zero.

1. Enter the zero result as n0.

The n signifies that 0 must stay a zero, regardless of the calculation done on the task.

Get a list of student names and results that are stored in another application into TPMX?

There are two main ways to get information into TPMX from another application. The information can be a combination of one or more of these: student names, task names, results, classes and teachers.

Information can be imported from either a text file that has been produced by exporting from the other application, or the information can be read from the clipboard.

Each method is suited to different situations.

Advantages of the clipboard

- Does not require the creation of intermediate files.
- Is quick to use.
- Is suited for spreadsheets and other similar applications.

Disadvantages of the clipboard

- Requires the information in the other application to be in a specific arrangement.

Advantages of importing

- Is more flexible in the arrangement of the information.
- Is suited to database style of application.

Disadvantages of importing

- Requires knowledge about the Export or Save As features of the other application.
- Requires more steps to get working.

The recommended method depends on the type of application that already has the information, and the arrangement of the data in that application.

If the information is in a spreadsheet with the students arranged in rows, and columns for the tasks with results, the clipboard method is often the easiest method.

If the information is in a database system that includes information such as class name, the import method is usually best.

If the information is in a word processor application and consists of only a list of student names either method may be used although importing may be best if the students are not arranged in class groupings.

Use the clipboard to copy information from another application into a markbook?

If the other application is a spreadsheet that has a different student in each row and a task for each set of results, the Copy and Paste commands can get the information into TPMX via the clipboard.

1. Run TPMX and the other application that has the information, in this case, is assumed to be a spreadsheet.
2. With the student names and results shown in the spreadsheet, highlight an area that includes the names of the students and the columns of results.
3. Choose the Edit|Copy command in the spreadsheet.
4. Switch to TPMX and create a new class to contain the students with the command.
5. Choose the Edit|Paste command.

The specifics of step 2 depend on the actual spreadsheet, or application used, but the following conditions must be true to allow the Paste command in TPMX to work correctly.

In the highlighted area that is copied to the clipboard:

- The first column from the left must contain the family name of the student.
- The second column from the left should contain the given names of the student. If the given names are part of the first task with the family name, then the second column must be empty.
- The third column from the left must contain the first column of student results. If there are no results, only the first two columns should be highlighted.
- The first row from the top must contain the names of the tasks.
- The second row from the top must contain the maximum possible mark for each of the tasks.
- The Copy command in the spreadsheet should use the tab character to separate each cell on the clipboard.

To satisfy these requirements, it may be necessary to insert additional rows or columns into the spreadsheet if the information is not suitable for TPMX.

It does not matter if the spreadsheet has additional rows and columns, provided they are outside of the cells that are highlighted for copying to the clipboard.

If the family and given names are in a single column of cells, an empty column must be inserted to ensure the first column of results is the third from the left.

Give two different classes different weights for the same set of tasks in the same markbook?

Since the weights required for each class is different, there must be two tasks to store the result of the weights, even though both calculations use the same set of tasks for the raw scores.

1. Create a task to store the weighting for the first class.
2. Create another task, with a different name, to store the weighting for the second class.
3. Use the Edit|Calculation command to add the required weighting to the first task just created.
4. Use the Edit|Calculation command to add the other weighting to the second task just created.

In steps 3 and 4 when setting up the weighting the Classes button should be used to restrict the calculation to each class as required.

This means that each calculation task will only have the results for the class that has calculation applied to it.

Import a text file created with a database system into TPMX?

If the database system is capable of exporting a text file that is either comma or tab delimited, the TPMX Import command can read the file and copy the student names and results, if any, into the markbook.

1. Using your database system create a text file that includes the student names, and optionally any results.
2. Choose the File|Import|Import command in TPMX and select the appropriate type of file to be read in the Enable (Text files or Delimited files) box.
3. Select the name of the file created from the database.
4. Choose OK.

If the importing file has it's information in a suitable arrangement, TPMX automatically handles the importing and conversion of the data into a markbook.

As a guide, Enable the type of file depending on the file name of the exported data. If the information to import includes both student names and results, and optionally class names then the file should have a file extension of csv and Delimited files should be chosen. If the information to import is only student names, then the file should have a file extension of txt and Text files should be chosen.

Increase the width of the columns for the student names on the Print Preview page?

The toolbar of the Print preview pane has a combo box towards the right that allows you to set the width of the columns for the student names.

Normally this is set to Auto, but you can change the width of the columns by setting the percent to a value other than than 100%. For example,

1. Choose the Print|Marks command.
2. Select 150% in the student width list on the toolbar.

Similarly, by setting the percent to less than 100% the width of the student name columns is decreased. For example, if the percent is set to 50% the student names take up half the space.

Make a copy of a markbook file with a different name?

One way to make a copy is with the Save As command.

1. Open the markbook you want to copy.
2. Choose the File|Save As command.
3. Enter the new name of the markbook in File Name field.
4. Choose OK.

The markbook remains open with the new name. A copy of the markbook with the original name is unchanged. There are now two copies of the same markbook.

When entering the new name in step 3, the markbook extension of .mk will be automatically added if it is not included.

Make an empty markbook?

Each time TPMX is opened an empty markbook is created. This empty markbook is ready for adding students and tasks.

1. Choose the File|New command.
2. Choose the File|Save command.
3. Enter the new name of the markbook in File Name field.
4. Choose OK.

Make an empty markbook with the same columns as an existing markbook?

If the calculations that you do each year are the same, you can re-use a markbook by leaving all the tasks and calculations in it.

1. Choose the File|Save as command and give the markbook a new name.
2. Select the All students tab.
3. Choose the Action|Tag all students command.
4. Choose the Action|Delete|Students command.
5. Type DELETE to confirm the deletion and choose OK.

Depending on your requirements you can now delete or rename the classes.

Open a markbook that is already open?

A markbook file cannot be opened simultaneously more than once. With a Single User License this is not normally a problem, as you are the only person using the markbooks. With a Site License the situation is different, because the program can be run in a shared network environment. In that case TPMX "locks" a markbook while it is open to prevent the same markbook from being opened by another user.

Normally the markbook is unlocked when it is closed, but with the Site License version if the program previously did not close fully, or there was a network problem the markbook may not be unlocked. Then the next time you try to open the markbook a message is shown indicating that the markbook is already open, and it won't open. In that event you can do the following:

- Use the File|Advanced|Force open command to open the markbook.

The Force Open command prompts for you to confirm that the markbook is not open by anyone else, before opening the markbook.

This command only available on the Site License version of TPMX.

Prevent a markbook from being filled with many tasks of intermediate results that were converted to percentages, or standardised, before weighting?

When using TPMX there is no need to create tasks with intermediate results, unless those intermediate results are specifically needed.

For example, suppose there are six sets of raw scores out of totals like 10, 23, 50, 100, 82, and 50. These six sets are scores are to be given relative weights of 10%, 20%, 10%, 40%, 5%, and 15% respectively.

With TPMX you do not need to create six new tasks, each with a calculation that converts the raw scores to the percentages and then make a final task that has the weight calculation that weights the six intermediate results.

Instead use the Weight calculation on the six tasks of raw scores and specify the weights as given. TPMX handles the complexity of either converting each raw score to a percentage if linear weighting is being done, or standardising to a set mean and deviation if weighting with standardising is being done.

So instead of requiring 13 tasks to get a final weighted total, only the 7 tasks are required. Unless the intermediate results are actually required, do not explicitly calculate them and keep everything simple.

Prevent a result that is manually entered in a task with a calculation from being changed when the calculation is refreshed?

For example, suppose you have a task that is a total made from the Weight calculation. You could choose to enter an estimate directly into the column with the weight calculation. But when any raw scores are changed in the markbook, and the calculated tasks are refreshed (i.e. the calculations re-done) the estimate will be promptly replaced by N/A.

This can be prevented, if you have a result that should not be affected by a calculation.

1. Enter the result with an exclamation before it.

For example, enter !67 to prevent the result of 67 from being changed by a calculation.

The ! indicates that the result must be kept, regardless of the calculation stored in the task.

Print a class roll for every class in a markbook without having to print one class at a time?

The Print|Class roll command separates the students into classes even when the All students tab is selected. This allows you to print all class rolls without having to do each one as a separate step.

1. Select the All students tab.
2. Choose the Print|Class roll command.
3. Choose the Print|Print all pages command.

In step 3, you could instead click on the Print all pages on the Print Preview toolbar.

Print a comprehensive list of students and outcomes?

The Alternate view button on the Print Preview toolbar makes the Print|Outcomes command show the full text of each outcome.

1. Select the All students tab.
2. Choose the Actions|Tag all students command.
3. Select the Print Preview tab.
4. Turn on the Show alternate view button.
5. Choose the Print|Outcomes command.

Print a list of students that are sorted on a ranking?

The Sort commands can sort on numbers or text. What this means, is that if a task showing the results of the Rank calculation is sorted that task will not give the expected results. This is because any ranking with an equals sign will not be sorted as a number. Instead you must sort on the task that was used to calculate the rank of each student.

1. Select the class to print from the tabs below the toolbar in the markbook window.
2. Move the current cell to anywhere in the task that has the results that are used to calculate the ranking.
3. Choose the Tools|Sort students|Numerically by task command.
4. Move the current cell to anywhere in the task that has the ranks.
5. Choose the Action|Tag task command.
6. Choose the Print|Marks command.
7. Choose the Print|Print all pages command.

If all the students are required in the list, choose the All Students tab in step 1.

If you want the marks as well as the ranks you can choose the Action|Tag task command after step 3. Step 5 can be repeated for each task that is required in the printed list.

Print a sorted list of results?

The order of the printed students and tasks with the Print Marks is the same as what you see in the All students or class tab. This means that if you sort the students on screen, the students are sorted when printing.

1. Select the class to print from the tabs below the toolbar in the markbook window.
2. Move the current cell to anywhere in the task you want to sort.
3. Choose the Tools|Sort students|Numerically by task command.
4. Choose the Action|Tag task command.
5. Choose the Print|Marks command.
6. Choose the Print|Print all pages command.

If all the students are required in the list choose the All Students tab in step 1.

Step 4 can be repeated for each task that is required in the printed list.

Print as a PDF file?

By default the Print dialog is not shown when choosing a print command. The pages are sent directly to the default printer. To show the Print dialog, and allow the selection of Save As PDF and other print options you can do this.

1. Choose the Preferences command.
2. Select the Appearance item in the Options section.
3. Set the Show print dialog field to Yes.
4. Choose OK.

This setting, like all preferences, is stored in the markbook itself and so this option must be turned on for each markbook where you require this behaviour.

Print in landscape orientation?

Most printer settings are only available in the Preferences command, but the page orientation can be set from the Print menu or Print Preview toolbar.

1. Choose the Print|Landscape command.

Print only some classes as a single list?

If the All student tab is selected you normally get all students as a single list with the Print|Marks command. Sometimes you need a single list, but not with only some of the classes. For example, if you have two advanced classes that you want printed as a single list, you do not want the other classes in the same markbook to be included. To print only some classes you can do this.

1. Tag the tasks you want.
2. Show the first class you want, either with the tabs below the toolbar in the markbook window or the View menu.
3. Tag the class, either by clicking on the cell to the left of the class name, or with the Action menu.
4. Repeat steps 2 and 3 for each class.
5. Select the All students tab.
6. Choose the Print|Marks command.

It is step 5 that indicates that you want the tagged classes to print as a single list.

Produce a total from a weighted set of tasks?

While this calculation can be done with the Help|Calculation Assistant command, you can also do it using first principles. To make a weighted total this way a task must first be created and then a calculation must be attached to the new task.

When a calculation is attached to a task, TPMX always ensures that the results displayed and printed are accurate and up to date.

1. Choose the New|Task command.
2. Enter the task name.
3. Press Down arrow.
4. Enter the task maximum.
5. Press Return.
6. Choose the Edit|Calculation.
7. Select Weight in the Calculation list.
8. Select a task from the Tasks list.
9. Choose Include.
10. Repeat steps 8 and 9 for each task that is to be part of the weighting.
11. Choose Options.
12. Click on the cell on the right of the first task name.
13. Type the weight for the task.
14. Repeat steps 11 and 12 for each task.

15. If necessary, change the Mean and S.D.
16. Choose OK.
17. Choose OK.

The new task now shows the weighted total of the selected tasks.

Round the results in a task to 2 decimal places?

When a task is first created, any result in the task is displayed as a result rounded to the nearest whole number.

Results with figures after the decimal point can be entered, and calculations are always done to a minimum of 6 significant figures.

Each task can round the results to a different number of decimal places for display and printing.

1. Move the current cell to anywhere in the task you want to change.
2. Choose the Edit|Decimal places|0 or 1 or 2 or 3 or 4 menu item as appropriate.

Calculations such as Ranking and Grading use the number of decimal places when doing the calculation.

For example, if students have results of 78.347 and 77.900, and the number of decimal places shown is zero, both will get the same position because both results round to 78.

Set the destination of the file made with the File|Export commands?

1. Choose the Preferences command.
2. Select the Folders item in the Options section.
3. Change the Export folder field.
4. Choose OK.

Then, for example, when the File|Export|CSV file command is used, you can enter just the file name and the folder set in set 3 is automatically used.

- If you want to be able to choose the folder for the exported data every time the command is used you can set the Prompt for folder to Yes.

Stop N/A from appearing in a task?

The letters N/A are assigned to a student result in a task that is a calculation when the student does not have sufficient results to fulfil the calculation.

It can also occur if a calculation attempts an impossible operation such a division by zero because the standard deviation of a task. This could occur if every result in a task is the same.

1. Move the current cell to anywhere in the task you want to change.
2. Choose the Edit|Calculation command.
3. In Calculation tasks list note the tasks used in the calculation.
4. Choose Cancel.
5. Visually check each of the tasks for missing or invalid results.

Stop the results in a column from being changed?

Once all results for a task have been entered, you may want to stop them from being accidentally edited. To do this you can:

1. Move the current cell to anywhere in the task that has results you want to lock.
2. Choose the Edit|Advanced|Lock results command.
3. Enter the Administrator's password and choose OK.

The results in the task are now locked and cannot be changed without repeating these steps. The name of the command in the Advanced menu changes to Unlock results when used on a locked task.

Store results for a student?

Every result in a markbook must be stored in a task. So before any results are entered one or more tasks must be made.

1. Choose the New|Task command.
2. Enter the task name.
3. Press Down arrow.
4. Enter the task maximum.
5. Press Return.

Once the task is made, typing on the keyboard enters a result. The currently selected student and task stores the value entered.

Pressing the F2 key, or double clicking also opens the current cell for editing.

The task maximum entered in step 4 determines the largest numerical result that can be stored in the task. The task maximum is also required for some of the calculations.

A task can be used to store information other than numbers by not entering a number in step 4.

Command Reference

File menu

File|New

The New command creates an empty markbook and clears the students and tasks in the TPMX window. If an unnamed markbook is already open, a dialogue is shown giving the choice of the current markbook, or cancelling the command.

File|Open

The Open command opens a markbook file and shows the students and results in the TPMX window. Select the name of the file in the dialogue. Once the file name is selected, choose OK to open the file.

If the required file is not visible, the folder must be changed. After choosing OK, the file is opened and ready for viewing, printing, and making changes.

File|Save

The Save command stores any changes made to the open markbook as a file on the drive. Choosing Save does the action immediately without any interaction.

File|Save As

The Save As command stores any changes made to the open markbook onto the drive, with the option giving the markbook a different name, or storing it on a different drive. Enter the new name of the file in the file name line. Once the file name is entered, choose OK to save the file.

After using Save As, the file remains open with the new name. Changing the name of the markbook with Save As makes a copy of the file. The markbook with the previous name, or folder still exists.

File|Close

The Close command closes the open markbook file and empties the main TPMX window. If an unnamed markbook is already open, a dialogue is shown giving the choice of the current markbook, or cancelling the command.

File|Close without saving

TPMX automatically saves a markbook when the file is closed or you quit from the program. This is normally what you want, but if you do not want to save any changes from markbook you can choose this command.

File|Rename

The Rename command saves the markbook file with a different name. The markbook file with the previous name is deleted from the drive. The renamed markbook is kept in the same folder or directory. To rename a file and change the location of the file use the Save As command.

File|Create Backups

The Create Backups command copies all of the markbook files in the current folder to another location. If the markbooks are normally stored on a local drive it is recommended that the backups be made elsewhere. You can set the destination for the backup with the Folders preference item in the Preferences command.

The folder that is backed up is the same one as the current markbook. Any markbook files with the same names that are already in the backup folder are replaced by the markbooks of the same name.

File|Delete

The File Delete command closes the open markbook and permanently deletes the file. You must enter DELETE to confirm the deletion. Use this command with care, because once a markbook is deleted it usually cannot be recovered.

File|Import|Import

The Import command creates markbooks using data exported from other applications. Before selecting the Import command, text files must be created with the other application.

Select the file type with the exported data from the Enable (Text files or Delimited files) box. Select the name of one of the exported files, once the file name is selected, choose OK to begin reading the data. After the information is read, choose the subjects that require a markbook. One or more subjects can be selected in the list. Choose OK to create a markbook for each selected subject.

File|Import|Update

The Update command updates the class lists in existing markbooks using data exported from other applications. It is assumed that the markbooks that are updated were originally created with the File| Import|Import command. Before selecting the Update command, text files must be created with the other application.

This command updates all the markbooks in a single folder. The folder that will be updated is the same folder as the currently open or last opened markbook. If the markbook is open it will be closed before this command proceeds.

Choose Yes to confirm the folder that has the markbooks to be updated. Select the file type with the exported data from the Enable (Text files or Delimited files) box. Select the name of one of the exported files, once the file name is selected, choose OK to begin reading the data. After the information is read, any markbooks in the folder have the class lists updated.

If a student in a markbook is not in the imported data, that student is removed from the class and is added to the list in the Tools|Undelete students command. With that command he or she can be put back into a class at any time.

File|Export|CSV file

The Export CSV file command creates data files using data from the markbook for use in other applications. Enter the name of the exported file and choose OK. The folder for the exported file is set with the Folders preference item in the Preferences command.

File|Export|Outcome file

The Export Outcome file command creates a data file with the outcomes stored in the markbook. Enter the name of the exported file and choose OK. The folder for the exported file is set with the Folders preference item in the Preferences command.

The outcomes exported are all those shown on the Outcomes tab, but if any outcomes are tagged only those outcomes are exported.

File|Export|Report file

The Export Report File command creates a data file using data from the markbook for use in other applications. Enter the name of the exported file and choose OK. The folder for the exported file is set with the Folders preference item in the Preferences command.

If students or tasks are tagged, only those results will be exported. This command requires a file named Smschema.txt that specifies the fields to export from the markbook. The reporting administrator or computer coordinator should create this file. This file must be in the same folder as the markbook, or the TPMX program.

Smschema.txt

To use the File|Export|Report file command a tab delimited text file must be created and placed in the same folder as the TPMX program. The file controls what information is copied from the markbook into the export file.

The file can be put in the same folder as the TPMX application, or in the folder with the markbook files. When choosing the File|Export|Report file command, TPMX looks for a file named Smschema.txt in the same folder as the currently open markbook. If there is not a file with that name, the folder with the TPMX program is then checked for the file.

The Smschema.txt must be a Tab delimited file. The best way to create a file that is Tab delimited is to use the Mac TextEdit. The file must contain a single line of field names, which represent the columns to export from the markbook.

Between each field name press the Tab key to insert the Tab character. Having a Tab between each field name means the line will look unevenly spaced, but this is normal.

Field names that can be used are:

Name	Description
SID	The student ID of the student.
GIVEN	The given name of the student.
FAMILY	The family name of the student.
CLASS	The class name.
TEACHER	The teacher name combined into a single field.
COURSE	The year shown in the Preferences command.
YEAR	The year shown in the Preferences command.
COMMENT	The comment shown in the Edit|Report comment command.
NOTE	The note shown in the Edit|Note|Student command.

In addition to these, you can use the name of one or more columns of marks in the markbook. For example, if the markbook should have a task called Semester 2 Report Mark that contains the marks to be used by the reporting system, this name can be used in the Smschema.txt file.

In addition to exporting the marks in the Semester 2 Report Mark column, two additional columns are exported with the group and class mean (average) for the column. These two columns do not need to be in the markbook as they are calculated for the export.

File|Advanced|Protect

The File Protect command can protect a markbook file from unauthorised use. A protected markbook can only be opened by entering the correct password. The markbook is also encrypted to help prevent software other than TPMX from extracting results from the file.

You must first enter the Administrator password to use this command. Then enter the password for the markbook. Remember the password, as it will be needed when the markbook is opened again later. Use this command with care, because once a markbook is protected this only way to open it again is to enter the password.

The same password must be entered twice as a check against accidentally mis-typing the password. This command only protects the open markbook. This means each markbook can be given a different password and some markbooks can be left unprotected.

The encryption used by TPMX is not intended to withstand a cracking attempt.

File|Advanced|Remove protection

The Remove Protection command removes the password from a protected markbook so it can be opened by anyone with a copy of TPMX. The encryption of results is also removed. You must enter the Administrator password to remove the protection.

File|Advanced|Lock

The Lock command lets the administrator of the markbook control whether other users can edit the classes, students, tasks, outcomes or calculations in a markbook. Enter the administrator's password and choose OK to use the command.

Turn on the options for the items that you want to lock to prevent any alterations. Choose OK. This is useful for a head teacher to create and set up a markbook with all the tasks and calculations ready to work out the totals for a semester. By locking the tasks and calculations, teachers can then use the markbook without the risk of accidentally altering the outcomes and calculations that have been set up in the markbook.

File|Advanced|Force open

The Force open command lets you open a markbook that TPMX reports is already open. This command is available only in the Site License version of TPMX. In the Site License version, a markbook is locked when you open it, to prevent other users from opening the same markbook. And when closed the markbook is unlocked.

In some situations if there is a network problem, or the markbook is not closed when shutting down the markbook may not be unlocked. Then the next time you try to open the markbook, a message is shown indicating that the markbook is already open. In that case if you are sure the markbook is not currently open by anyone else you can use this command to open it.

Quit

The Quit command closes the TPMX application. If an unnamed markbook is already open, a dialogue is shown giving the choice of saving the current markbook, or cancelling the command.

Edit menu

Edit|Undo

The Edit|Undo command reverses the last action done. Actions that can be undone are the editing, deleting and creating of students, tasks, and classes. Information changed with the Edit|Note and Edit|Calculation commands can also be reversed. After saving a markbook, the undo list is cleared, in other words you can only undo up until the most recent save.

If you make changes to a markbook to a markbook which cannot be undone, such as importing information, you can use the File|Close without saving command which has the effect of losing everything done after the markbook was opened or since it was last saved.

Edit|Names

The Edit|Names command unlocks the cells used for the student, task and class names. You can then edit the name of any student, task and class by moving to the required cell and changing the contents. Choosing this command when the Outcomes tab is selected unlocks the cells for the outcomes code and names.

After making the changes you can choose this command again to lock the name cells to prevent accidental editing.

Edit|Copy

The Copy command copies information from the open markbook onto the clipboard. Once the information is on the clipboard it can be pasted into other markbooks, or even other Mac applications. Tag the students and tasks to copy, then choose the Copy command.

The tagged students with the results in the tagged tasks are copied to the clipboard. If no students are tagged, every student is copied to the clipboard. Similarly, if no tasks are tagged, every result is copied to the clipboard.

Edit|Copy only|Results

The Copy only results command copies information from the open markbook onto the clipboard. This command is different from the Copy command because it only copies the results of the current task. The extra columns of information from the Edit|Copy command are not included.

You can either tags tasks and student, or select a region of cells with the mouse to further control the information copied to the clipboard.

Once the information is on the clipboard it can be pasted into other markbooks, or other applications.

Edit|Copy only|Report comments

The Copy only report comments command copies information from the open markbook onto the clipboard. This command is different from the Copy command because it only copies the comments

that are entered in the Edit|Note|Report comments command. All the extra columns of information are not included.

Once the information is on the clipboard it can be pasted into other markbooks, or other applications. You can also tag specific students to copy only those students to the clipboard.

Edit|Paste

The Paste command copies information from the clipboard into the open markbook. Choose the Paste command. The results are then copied into the markbook by matching up the student names and tasks.

If a student already has a result in a task with the same name as on the clipboard, that result is replaced with the result on the clipboard. If a student or task on the clipboard does not exist in the markbook, that student or task is created.

When pasting from a spreadsheet application into TPMX, the spreadsheet data should be in the following format.

The first row should contain the markbook task names. With the second row having the markbook task maximums. The first and second tasks in the spreadsheet should be the family and given names of the student, respectively. The remaining rows and tasks in the spreadsheet contain the results.

To see the format used by TPMX, use the Copy command in a markbook and paste the information into your spreadsheet.

Edit|Align

The Align menu item has three options Left, Centre and Right, one of which can be selected to set the alignment of the information in the cells of the current task. TPMX defaults to a right alignment for new tasks.

Edit|Decimal places

The Decimal places menu item has five options from 0 to 4, one of which can be selected to set the decimal places shown for the current task. TPMX always stores numerical results to a minimum of 6 significant figures but with you can set how many decimal places are shown.

Edit|Gender

The Gender menu item has two options Female and Male, to specify the gender of the current student. While this option is not used by TPMX it can be useful when working with report information. If students are tagged when choosing this command all tagged student are set to the same gender.

Edit|Note|Student

The Note student command stores a note, which can be any piece of text that you want to associate with the current student. Enter the text and choose OK. You can click on the name of a student to choose this command without using the menu. Students that have a note are shown with a small no icon in the cell with the student's family name.

Edit|Note|Task

The Note task command stores a note, which can be any piece of text that you want to associate with the current task. Enter the text and choose OK. You can click on the name of a task to choose this command without using the menu. Tasks that have a note are shown with a small no icon in the cell with the task name.

Edit|Note|Class

The Note class command stores a note, which can be any piece of text that you want to associate with the current class. Enter the text and choose OK. You can click on the name of a class to choose this command without using the menu.

Edit|Note|Outcome

The Note outcome command stores the full text of an outcome shown on the Outcomes tab. You must first choose the Outcomes tab and have the cell on the row you want to enter the outcome for. Choose the command and enter the text and choose OK.

Edit|Note|Report comment

The Report Comment command stores a comment associated with the current student. The comment entered with this command can be used in your reporting system. With TPMX you can get a head starting by beginning to draft comments before your reports system may be available.

The comment entered for the students can be used in other applications by using the Edit|Copy only| Report comments or File|Export|Report file commands.

The dialogue for this command includes a spellchecker. When the spelling is checked you will also get a count of the number of words. More details about checking your spelling in the "Check the spelling of a report comment?" topic in the "How do I" chapter of this Guide & Reference.

Edit|Calculation

The Calculation command can delete, or change the details of the calculation for the current task. Choose a calculation in the list that will be applied to the current task. You can click on the calculator icon of a task to choose this command without using the menu.

If you are setting up a simple calculation you may find the Help|Calculation Assistant command is easier to use. The table below describes the different buttons in the command.

Button	Effect
Classes	Shows a dialogue that where you can set the classes affected by the calculation. If you do not choose this button, all classes that are currently in the markbook are part of the calculation.
Options	Shows a dialogue that sets the way the calculation works. Not all calculations require the setting of further options.
Include	Move the task selected in the Tasks list into the Calculation applied to list. The tasks in the Calculation applied to list are the ones that are part of the calculation.
Remove	Removes the task selected from the Calculation applied to list.
Freeze	Stops the results of the calculation from being refreshed, even if the marks in the tasks used in the calculation are changed. The calculation is still associated with the task, but is shown in the grid with a blue "frozen" look. A calculation that is frozen can be made active again by choosing the Unfreeze button in the Edit|Calculation command.

Most calculations require the selection of tasks that are used in the calculation. To make a task part of the calculation, select the tasks in the Tasks list and choose Include. More than one task can be selected by keeping the Ctrl key pressed while clicking on each task.

By default a calculation applies to all students in the markbook. To restrict the calculation to particular classes choose the Classes button. To remove all tasks from the Calculation Tasks list and set the calculation to No calculation, choose Clear. Clearing a calculation does not delete the task, or the results currently in the task.

To remove a task from the Calculation Tasks list, select it and choose Remove. Some calculations require the setting of options that affect the results of the calculation. For example, when doing a weighting choose Options to show a dialogue that allows the entry of the individual task weights. The dialogue shown when you choose the Options button depends on the chosen calculation type. The different dialogues are described below.

Average highest tasks options

The Average highest tasks dialogue allows you to specify the number of tasks to be averaged. For example, if there are 5 tasks included in the calculation, and you set the Number of tasks to average to 4, then only the 4 tasks with the highest results will be averaged. i.e. The task with the lowest result is not included.

Combine options

The Combine dialogue gives the option of only using the rounded results when combining the selected tasks.

This option is useful when combining tasks that have numbers with figures after the decimal point. For example, if three task have the results of 50.4, 20.3, and 10 these would normally combine to give a result of 80.7. If the all tasks are set to zero decimal places the three scores are shown as 50, 20, and 10 but will combine to 81. Using this option prevents this misleading display.

If Use rounded results is checked, each result is rounded to the number of decimal places set for the task before combining the results. If this option is on, the results are rounded to the displayed number of decimal places.

Combine highest tasks options

The Combine highest tasks dialogue allows you to specify the number of tasks to be combined. For example, if there are 5 tasks included in the calculation, and you set the Number of tasks to combine to 4, then only the 4 tasks with the highest results will be combined. i.e. The task with the lowest result is not included.

Like the Combine calculation you have the option of only using the rounded results when combining the selected tasks. If Use rounded results is checked, each result is rounded to the number of decimal places set for the task before combining the results. If this option is on, the results are rounded to the displayed number of decimal places.

Standardise options

The Standardise dialogue changes the mean and standard deviation used when standardising the selected task. Changing the mean and standard deviation with this dialogue only affects the one task selected.

Weight options

The Weight dialogue changes the weighting applied to the selected tasks. Click on the weight that requires changing and enter the required numerical weight. The weights can be whole numbers or decimals. Repeat this for each task.

If you require linear weighting without any standardising choose the Linear weighting option, and click OK. The Linear weighting option is available only if the Calculation methods has the Linear weighting option is set to No.

Range options

The Range dialogue changes the minimum and maximum results used when changing the range of the selected task. Changing the minimum and maximum with this dialogue only affects the one task selected.

Linear Mapping options

The Linear Mapping dialogue sets the values to map from and to when doing a linear mapping on the selected task. To specify a mapping there must be a map from value and a map to value. The must be a minimum of two mapping from values. The first and last map from values should be equal to the maximum and minimum student results.

If a linear mapping with only two points is required, the Range calculation has the same effect and is easier to use.

Grade Number options

The Grade Number dialogue changes the number of students that get each grade in the selected task. If the total number of grades is less than the number of students, the surplus students all get the lowest grade.

Grade Percent options

The Grade Percent dialogue changes the percentage of students that get each grade in the selected task. The percent should be a numeral greater than or equal to zero. Repeat this for each grade and click OK. The sum of the percentages must total 100.

Do not use % signs when entering the percentages.

Grade cut-off options

The Grade cut-off dialogue changes the minimum result required for a student to get each grade in the selected task. To get a specific grade, a student must have a result that is greater than or equal to the cut-off for the grade.

Calculation Classes

The Calculation Classes dialogue changes the students that are affected by a calculation. Select a class from the list that is part of the calculation. Click Add to apply the calculation the selected class. Repeat these steps for each required class.

To remove a class from the applied list, select it and click Remove. Initially a calculation is applied to all the students in a markbook. This dialogue is only required if a calculation must be limited to a particular set of classes in the markbook.

Edit|Advanced|Fill down

The Fill down command copies the contents of the current cell into all the cells below the current cell. Use this command with care, but the undo command will reverse its effect if necessary.

Edit|Advanced|Paste over existing students

The Paste over existing students command copies information from the clipboard into the open markbook. Choose the Paste over existing students command. The results are then copied into the markbook by matching up the student names and tasks.

If a student already has a result in a task with the same name as on the clipboard, that result is replaced with the result on the clipboard. Only students that are already in the markbook will have information pasted. If there is the class information in the clipboard data it is ignored.

When pasting from a spreadsheet application into TPMX, the spreadsheet data should be in the following format.

The first row should contain the markbook task names. With the second row having the markbook task maximums. The first and second tasks in the spreadsheet should be the family and given names of the student, respectively. The remaining rows and tasks in the spreadsheet contain the results.

To see the format used by TPMX, use the Copy command in a markbook and paste the information into your spreadsheet.

Edit|Advanced|Lock results

The Lock results command locks the task so the results in the column cannot be changed. To use this command you must enter the Administrators password for the markbook. The name of the command changes to Unlock results when when on a locked task. Choosing the command a second time when the results are locked, unlocks them.

New menu

New|Student

The New|Student command adds a row to the current class with a name of Student New. You can type over these default family and given names to add your new student.

Note the new student will not be immediately placed in the correct alphabetical position. To lock the student name columns you can choose the Edit|Student command. A new student can only be added if a class is first selected, this is the class the student will be put in.

New|Task

The New|Task command adds a column to the markbook with a name of Task Name. You can type over this default name and task maximum to complete your new task.

New tasks are always added to the right end of the existing tasks. You can reorder the tasks with the Action|Move|Tasks command.

New|Class

The New|Class command adds a class to the markbook with a name of Class Name. You can type over this default name and the teacher names to complete your new class. New classes are always added to the right end of the existing classes. You can reorder the classes with the Action|Move| Classes command.

New|Outcome

The New|Outcome command adds a row to the Outcomes with a name of Outcome. You can type over this default name and optionally a code to add your new outcome. For outcomes that are more than a few words only an abbreviation of the outcome should be entered as the name. The full outcome is entered with the Edit|Note|Outcome command.

Print menu

Print|Marks

The Print|Marks command prints students and their results and their outcome levels. For more flexible printing of only the outcome levels you can use the Print|Outcomes command. Before selecting the Print|Marks command, tag each task or outcome to appear on the page. The class shown is the one that is printed. If All Students are displayed then all classes are printed, either as a single list, or as separate classes with one of the options described below. If All Students are displayed and one or more classes are tagged then only the classes with a tag are printed as a single list.

When the preview is shown the buttons on the toolbar allow you to change the appearance of the information. On the toolbar as well as changing the appearance of the page such as including lines, the controls below are significant.

Button	Effect
Show items on separate pages	If the All students tab is selected, the each class of students is shown as a separate page.
Show grid lines	Includes lines to separate the rows and columns of the table.
Shade alternate lines	Shades each second line in the table.
Show alternate view	Removes the student name from the page and replaces with the student ID.
Show detailed view	Includes statistics for each task.

Combo box	Effect
Set the number of columns	Set the exact number of columns shown for the tasks.
Set the width of the student names	Decrease or increase the width of the columns for the student names as a percent of the normal width.

To print the page use the Print|Print all pages command.

Print|Statistics

The Print|Statistics command prints tasks and the statistics for each class. Before selecting the Print Statistics command, tag each task to appear on the page.

When the preview is shown the buttons on the toolbar allow you to change the appearance of the information. On the toolbar as well as changing the appearance of the page such as including lines, the button below is significant.

Button	Effect
Show detailed view	Breaks down the statistics for each class.

To print the page use the Print|Print all pages command.

Print|Student statistics

The Print|Student statistics command prints students and their results. Before selecting the Print| Student statistics command, tag each student to appear on the page, and tag each task to appear on the page. On the toolbar as well as changing the appearance of the page such as including lines, the button below is significant.

Button	Effect
Show alternate view	Starts a new page for each student

To print the page use the Print|Print all pages command.

Print|Outcomes

The Print|Outcomes command prints students and their level of achievement for each outcome.

Button	Effect
Show alternate view	Shows the full text of each outcome on the page.
Show detailed view	Includes the code and short name for each outcome when the Show alternate view is on.

To print the page use the Print|Print all pages command.

Print|Class roll

The Print|Class roll command prints a page with space for recording attendance of each student. Use the Preferences command to set the specifics of the roll page. To print the page use the Print| Print all pages command.

When the preview is shown the buttons on the toolbar allow you to change the appearance of the information. On the toolbar as well as changing the appearance of the page such as including lines, the controls below are significant.

Button	Effect
Show all classes	Do the print command with all classes in the markbook shown.

Combo box	Effect
Set the width of the student names	Decrease or increase the width of the columns for the student names as a percent of the normal width.

Print|Notes|Student

The Print|Notes|Student command prints students and any notes that have been entered with the Edit|Note|Student command. Tag each student to appear on the page, otherwise all students with a note are shown.

Button	Effect
Show items on separate pages	Each note is shown as a separate page.
Show detailed view	Includes in the list students that do not have a note.

To print the page use the Print|Print all pages command.

Print|Notes|Task

The Print|Notes|Task command prints students and any notes that have been entered with the Edit|Note|Task command. Tag each task to appear on the page, otherwise all tasks with a note are shown.

Button	Effect
Show items on separate pages	Each note is shown as a separate page.
Show detailed view	Includes in the list tasks that do not have a note.

To print the page use the Print|Print all pages command.

Print|Notes|Class

The Print|Notes|Class command prints students and any notes that have been entered with the Edit|Note|Class command. Tag each class to appear on the page, otherwise all classes with a note are shown.

Button	Effect
Show items on separate pages	Each note is shown as a separate page.
Show detailed view	Includes in the list classes that do not have a note.

To print the page use the Print|Print all pages command.

Print|Graphs|Class comparison

The Print|Graphs|Class comparison command prints a bar chart showing the lowest, mean, median and highest result for all the classes. The results for the current task is shown, to produce graphs for more than one task you can tag the tasks before using this command.

When the preview is shown the buttons on the toolbar allow you to change the appearance of the graph. On the toolbar as well as changing the appearance of the graph such as including guidelines, the button below is significant.

Button	Effect
Show alternate view	Removes the shading from each bar.

To print the page use the Print|Print all pages command.

Print|Notes|Report comment

The Print|Notes|Report comment command prints students and any notes that have been entered with the Edit|Note|Report comment command. Tag each student to appear on the page, otherwise all students with a report comment are shown.

Button	Effect
Show items on separate pages	Each comment is shown as a separate page.
Show detailed view	Includes in the list students that do not have a report comment.

Print|Student report

The Print|Student report command prints a student report that includes any report comment, and the tagged students, tasks and outcomes. For each tagged task the report shows the rank and percentage. The rank is either out of the class, or if the All students tab is selected is out of the total number of students in the markbook. A grade can also be shown, but for this to appear you must have a task that calculates the grade for the task.

Button	Effect
Show items on separate pages	Each report is shown as a separate page.
Show detailed view	Includes any student notes.

Print|Graphs|Distribution

The Print|Graphs|Distribution command prints a frequency histogram showing the number of students in a band of results. The histogram is for all the students that are shown so you either choose the All students tab before using the command or choose a particular class. The distribution for the current task is shown, to produce graphs for more than one task you can tag the tasks before using this command.

When the preview is shown the buttons on the toolbar allow you to change the appearance of the graph. On the toolbar as well as changing the appearance of the graph such as including guidelines, the button below is significant.

Button	Effect
Show alternate view	Removes the shading from each bar.

To print the page use the Print|Print all pages command.

Print|Graphs|Scatter chart

The Print|Graphs|Scatter chart command prints a scatter chart showing the distribution of student results with each result plotted on the graph. The chart is for all students in the markbook, but you can choose to separate the results into classes with the Show detailed view button. The scatter chart for the current task is shown, to produce graphs for more than one task you can tag the tasks before using this command.

When the preview is shown the buttons on the toolbar allow you to change the appearance of the graph. On the toolbar as well as changing the appearance of the graph such as including guidelines, the buttons below are significant.

Button	Effect
Show alternate view	Removes the shading from each circle.
Show detailed view	Show classes separately in chart

To print the page use the Print|Print all pages command.

Print|Graphs|Student progress

The Print|Graphs|Student progress command prints a bar chart showing the student results for one or more tasks. The mean and median of each task is also shown on the graph. Tag the tasks you want to graph before using this command. The chart is for the current student in the markbook, but to produce graphs for more than one student you can tag the students before using this command.

When the preview is shown the buttons on the toolbar allow you to change the appearance of the graph. On the toolbar as well as changing the appearance of the graph such as including guidelines, the buttons below are significant.

Button	Effect
Show alternate view	Removes the shading from each bar.

To print the page use the Print|Print all pages command.

Print|Print all pages

The Print all pages command sends all the pages of the print preview to the printer.

Print|Print one page

The Print one page command sends only the current page of the print preview to the printer.

Print|Font

The Font menu item has two commands; Smaller and Larger which you can choose to vary the size of the font used in the print preview.

Print|Landscape

The Landscape command sets whether the page for the print preview is oriented sides ways. If this option is off the page has a normal orientation, i.e. more tall than wide.

Print|Printer

The Print menu item lists all the available printers. Choose the printer you want the pages to be sent to.

View menu

View|All students

The All students command selects the All students tab in the main window and shows all students as a single list.

View|Class name

The View menu has a list of all classes in the markbook. Choose the name of the class you want to view in the main window. Clicking on a class tab below the toolbar in the TPMX window has the same effect as selecting a class from the View menu.

View|Outcomes

The Outcomes command shows the contents of the Outcomes tab in the main window. Here you can store outcomes and assign levels of achievement to the students by selecting the tasks that contribute to the task. This view only shows the levels of achievement for the current student.

View|Print preview

The Print preview command shows the print preview, if there is one, in the main window.

View|First page

The First page command shows the first page on the print preview.

View|Previous page

The Previous page command goes back one page on the print preview, if there is a previous page.

View|Next page

The Next page command goes to the next page on the print preview, if there is a next page.

View|Last page

The Last page command shows the last page on the print preview.

Action menu

Do all calculations

The Do all calculations command makes TPMX redo all the calculations in the tasks. TPMX normally does calculations at regular intervals, as required when results change. Choosing this command forces all calculations to be immediately redone.

Action|Delete|Students

The Delete Students command deletes each student with a tag. Tag each student to delete, then choose the command and enter DELETE to confirm the deletion and click OK.

Deleting tagged students also deletes the results for those students. For this reason it is recommended that the Untag all students command be used before tagging each student you want to remove. This is to help ensure that only the intended students are deleted.

Action|Delete|Tasks

The Delete Tasks command deletes each task with a tag. Tag each task to delete, then choose the command and enter DELETE to confirm the deletion and click OK. If a tagged task is used in a calculation of other tasks, it cannot be deleted. The calculations that use the task must be deleted first.

Deleting tagged tasks also deletes the results in those tasks. For this reason it is recommended that the Untag all tasks command be used before tagging each task. This is to help ensure that only the intended tasks are deleted.

Action|Delete|Calculations

The Delete Calculations command deletes any calculation associated to each task that has a tag. Tag each task that has a calculation to delete, then choose the command and enter DELETE to confirm the deletion and click OK.

Deleting a task calculation does not delete the results in the task, but means the results are no longer updated if any of the raw results previously used in the calculation are changed.

Action|Delete|Outcomes

The Delete Outcomes command deletes each outcome with a tag. Tag each outcome to delete, then choose the command and enter DELETE to confirm the deletion and click OK. It is recommended that the Untag all outcomes command be used before tagging each outcome. This is to help ensure that only the intended outcomes are deleted.

Action|Move|Students

The Move Students command moves tagged students from one class to another. Before selecting the Move Students command, tag the students to be moved. Choose the command and select the class the students are to be put in and click OK. When a student is moved, any results are moved with the student name.

Action|Move|Tasks

The Move Tasks command changes the order of the tasks shown in the main window. The dialogue shows the tasks in the same order as they are displayed. The list from top to bottom is the same order as shown on the screen from left to right.

Select the task to move and click Up to move it up the list or Down to move it down the list. When the list is in the required order, click OK. The tasks on the screen match the same order from left to right. The task order is the same sequence that is used when printing results.

Action|Move|Classes

The Move Classes command changes the order of the classes shown in the main window. The dialogue shows the classes in the same order as they are displayed. The list from top to bottom is the same order as shown on the screen from left to right.

Select the class to move and click Up to move it up the list or Down to move it down the list. When the list is in the required order, click OK. The class names on the tabs below the toolbar in the markbook window match the same order from left to right. The class order is the same sequence that is used when printing results.

Action|Move|Outcomes

The Move Outcomes command changes the order of the outcomes shown in the Outcomes pane of the window. The dialogue shows the outcomes in the same order as they are displayed. Select the outcome to move and click Up to move it up the list or Down to move it down the list. When the list is in the required order, click OK. The outcome order is the same sequence that is used when printing outcomes.

Action|Tag student

The Tag student command tags the current student. When a student is tagged, it is marked with a tag image to the left of the student name. Move the current cell to anywhere in the student row and choose the command. Or click in the left column of the window that is next the student number. If a student is already tagged, using this command for a second time removes the tag.

When students are tagged they are indicated as having special significance with some commands. For example, tagged students can be moved with the Move students command.

Action|Tag all students

The Tag all students command tags all the students in the current class or all students if they are being viewed. If nearly all students must be tagged, use this command and then the Tag student command to remove the tags from the few.

When students are tagged they are indicated as having special significance with some commands. For example, tagged students can be moved with the Move students command.

Action|Untag all students

The Untag all students command removes all tags from in the current class or all students if they are being viewed.

Action|Tag task

The Tag task command tags the current task. When a task is tagged, it is marked with a tag image above the task name. Move the current cell to anywhere in the task column and choose the command. Or click in the top row of the window. If a task is already tagged, using this command for a second time removes the tag.

When tasks are tagged they are indicated as having special significance with some commands. For example, tagged tasks can be printed with the Print|Marks command.

Action|Tag all tasks

The Tag all tasks command tags all the tasks. If nearly all tasks must be tagged, use this command and then the Tag task command to remove the tags from the few.

When tasks are tagged they are indicated as having special significance with some commands. For example, tagged tasks can be printed with the Print|Marks command.

Action|Untag all tasks

The Untag all tasks command removes all tags.

Action|Tag class

The Tag class command tags the current class. When a class is tagged, it is marked with a tag image to the left of the class name. View the class and choose the command. Or click in the left column of the window that is next the class name. If a class is already tagged, using this command for a second time removes the tag.

When classes are tagged they are indicated as having special significance with some commands. For example, tagged classes can be printed with the Print|Marks command.

Action|Tag all classes

The Tag all classes command tags all the classes. If nearly all classes must be tagged, use this command and then the Tag class command to remove the tags from the few.

When classes are tagged they are indicated as having special significance with some commands. For example, if classes are tagged only they are printed with the Print|Marks command.

Action|Untag all classes

The Untag all classes command removes all tags from all classes

Action|Tag outcome

The Tag outcome command tags the current outcome. When an outcome is tagged, it is marked with a tag image to the left of the outcome code. Move the current cell to anywhere in the outcome row and choose the command. Or click in the left column of the window that is next the outcome number. If an outcome is already tagged, using this command for a second time removes the tag.

When outcomes are tagged they are indicated as the only outcomes to print with the Print|Outcomes command.

Action|Tag all outcomes

The Tag all outcomes command tags all the outcomes in the current class or all outcomes if they are being viewed. If nearly all outcomes must be tagged, use this command and then the Tag outcome command to remove the tags from the few.

When outcomes are tagged they are indicated as the only outcomes to print with the Print|Outcomes command.

Action|Untag all outcomes

The Untag all outcomes command removes all tags from the outcomes.

Action|Clear all tags

The Clear All tags command removes all tags from the students, tasks, and classes.

Tools menu

Tools|Estimate results

The Estimate Results command calculates an estimate for any students without a proper result in a task. Tag the tasks that you want to use when estimating the result. If no tasks are tagged TPMX uses every task where the student has a raw score as the basis for the estimate.

Move the current cell to anywhere in the task that is missing some results, and choose the command. An estimated result is given to each student without a result. To indicate that the result not an actual result, the estimate is prefixed with an e.

Tools|View statistics

The View statistics command shows the statistics for the task with the cursor. Move the current cell to anywhere in the task that you want the statistics for, and choose the command.

To copy the statistics to the clipboard choose Copy.

Tools|Count grades

The Count grades command shows the number of students with each grade from A to E for the task with the cursor. Move the current cell to anywhere in the task that you want to count the grades, and choose the command.

To copy the grade counts to the clipboard choose Copy.

Tools|Count results

The Count Results command shows the number of students with every different result for the task with the cursor. Move the current cell to anywhere in the task that you want to count the results, and choose the command.

To copy the result counts to the clipboard choose Copy.

Tools|Find student

The Find student command searches for and displays any student that has a matching piece of text in their name. Enter the partial name to find, click OK. If a student has the text in their name, the student is displayed. The text used for searching can be any part of a student's family or given name. The search occurs across classes.

To find the next students with the same text use the Find again command.

Tools|Find Again

The Find again command searches for and displays the next student that has a matching the text from the previous Find Student command. Select the command to find the next student with the same text as the previous Find command. Using the F3 keyboard shortcut is quicker than using the command from the menu.

Tools|Undelete Students

The Undelete Students command restores a deleted student to the class with any previous results. Select the students to be restored and click OK.

Tools|Sort students|Alphabetically by name

The Sort students alphabetically by name command orders the students based on their names. Choose the command. The students are shown with the names listed alphabetically. Sorting the students affects the order used when printing students.

Tools|Sort students|Numerically by task

The Sort students numerically by task command orders the students based on the results in the current task. Make the task to sort on the current task, i.e. it will be the task shown on the status line, and choose the command. The students are shown with the highest result at the top and the lowest result at the bottom. Sorting the students affects the order used when printing students.

Tools|Sort students|Unsorted

The Sort students unsorted command affects the student ordering when sorting alphabetically. Normally this menu item does not have a tick to indicate the students are sorted. If the menu item does have a tick, the students are shown in the same order they were entered in the markbook.

Choose the command to show the students in the order they were entered into the markbook. This command is useful when tagging students in the order that they were entered into the markbook. After importing a list of students, by showing the students as unsorted, they are shown in the same order they were in the imported list.

Tools|Sort students|Reverse

The Sort Students Reverse command sets the order used when sorting students. Normally this menu item does not have a tick to indicate the sorting direction is from Highest to Lowest and A to Z. If the menu item has a tick, the sorting direction is from Lowest to Highest and Z to A.

Choose the command to set the sort order done with the next sort command. This command does not do the sorting; it only specifies the direction you want the sorting commands to use.

Tools|Sort students|Group by class

The Sort Students Group by class command affects the student ordering when sorting alphabetically. Normally this menu item does not have a tick to indicate the students are not grouped. If the menu item does have a tick, when showing all students, choosing an alphabetical sort, either A to Z or Z to A, the students in the same class are grouped together and put in the order required.

Choose the command to set the grouping done with the next sort command. This command does not do the sorting; it only specifies whether to group the students by class when sorting alphabetically. If the students are sorted numerically the class grouping is ignored.

Tools|Sort students|Group by gender

The Sort Students Group by gender command affects the student ordering when sorting alphabetically. Normally this menu item does not have a tick to indicate the students are not grouped. If the menu item does have a tick, when choosing an alphabetical sort, either A to Z or Z to A, the female students are listed first followed by the male students. You can set the gender of each student with the Edit|Gender menu items.

Choose the command to set the grouping done with the next sort command. This command does not do the sorting; it only specifies whether to group the students by gender when sorting alphabetically. If the students are sorted numerically the grouping is ignored.

Tools|Advanced|Change administrator password

The Change administrator password command changes the password used by the administrator. You must first enter the current Administrator password to use this command. Then enter the new password. Remember the new password as it will be needed whenever a command requires the administrator.

The same new password must be entered twice as a check against accidentally mis-typing the password.

Tools|Advanced|System log

The System log command shows information that is useful if there are technical problems with TPMX. The information can help Technical Support resolve a problem by providing further details about your copy of TPMX. You can choose the copy Copy button to put the information on the clipboard. This may then be pasted into an email and sent to SMPCS in addition to the normal details required to describe the problem.

Options menu

The commands in this menu provide easier access to some of the options that can be set in the Preferences command.

Options|Student name width

Set the width of the columns used for the student names on screen. The value set is approximately the number of characters the column is wide and can be between 10 and 50.

Options|Task width

Set the width of the columns used for the tasks on screen. The value set is approximately the number of characters the column is wide and can be between 5 and 50. When setting the task width, all columns in the markbook are set to the same width, including columns that have been individually resized.

Options|Show class name

Select this to show a column on screen that has the class of each student when All students are selected.

Options|Show student ID

Select this to show a column on screen for the student ID.

Options|Print student name width

Set the width of the columns used for the student names on the Print Preview. The value set is a percentage of the widths automatically set by TPMX as the default. When set to Auto, TPMX shows the default widths. This option can be changed while viewing the Print Preview.

Options|Print marks column count

Set the number of columns with the Print|Marks command on the Print Preview. The value set is the number of columns shown and can be between 1 and 40. When set to Auto, TPMX shows the default number of columns. This option can be changed while viewing the Print Preview.

Options|Class roll number of weeks

Set the number of weeks shown with the Print|Class roll command on the Print|Preview. This option can be changed while viewing the Print Preview.

Options|Class roll starting date

Set the date of the first week shown with the Print|Class roll command on the Print|Preview. The date for each subsequent week is from this start date. This option can be changed while viewing the Print Preview.

Options|Year

Set the year shown when using the Print commands.

Options|Course

Set the course shown when using the Print commands.

Options|Backup folder

Set the folder that the File|Create backups command uses to make backups on.

Options|Prompt to save on close

Select this to make TPMX ask whether you want to save when closing a markbook. When this is ticked, the open markbook is not automatically saved without first showing a prompt.

Help menu

Help|Contents

The Contents command displays the first topic of the Help.

Help|Find text in help

The Find text in help command search for a piece of text in the Help. First enter the text to search for in the line on the Help toolbar and then choose this command. Repeatedly choosing this command jumps to the next instance of this text in the Help. For convenience you can use the find icon on the Help toolbar, or press the F3 key to quickly search through the Help.

Help|Calculation Assistant

The Calculation Assistant is a wizard like command that leads you through a series of questions and choices that are then used in adding a calculation to the markbook.

When using the Assistant choose the Back button at any time if you want to change the choices made so far. The last step of the assistant shows a summary of the choices made and has a Finish button, which must be chosen to finalise the calculation and add it to the markbook.

Choosing Cancel at any time stops the assistant before any changes are made to the markbook.

Help|Estimate assistant

The Estimate Assistant is a wizard like command that leads you through a series of questions and choices that are then used in adding estimates to the markbook.

When using the Assistant choose the Back button at any time if you want to change the choices made so far. The last step of the assistant shows a summary of the choices made and has a Finish button, which must be chosen to finalise the estimates and add them to the markbook.

Choosing Cancel at any time stops the assistant before any changes are made to the markbook.

Help|Print assistant

The Print Assistant is a wizard like command that leads you through a series of questions and choices which are then used to print information from the markbook.

When using the Assistant choose the Back button at any time if you want to change the choices made so far. The last step of the assistant shows a summary of the choices made and has a Finish button, which must be chosen to print the information.

Choosing Cancel at any time stops the assistant before any pages are sent to the printer. The print commands in TPMX have many of flexible options. In particular the Print|Marks command has several options that can not be used from the Print Assistant. For this reason it is recommended that the commands in the Print menu be reviewed for features that may be useful.

Help|Send email to TPM

The Send email to TPM command opens your email program ready to send a message to the SMPCS.

Help|Visit TPM website

The Visit TPM website command opens your web browser program and visits the home page of the TPM website.

Help|Show License

The Show License shows the Licensing Agreement that you must agree to to use TPM. In summary, the Trial version of this program is not free software. You can use this software for evaluation purposes without charge for the number of days shown in the "When does the trial expire" command in the Help menu of TPMX.

After 31 days, unless you choose to purchase a license, you must remove any installed copy of TPMX. You are not allowed to extend the trial period by downloading a new trial copy of the program. You can purchase a licence from the website at http://www.teacherspersonalmarkbook.com/. After payment of the licence fee, you will be sent by email a suitable licence key for TPMX.

The usual rights, restrictions and limitations that you can expect in commercial software is in the full agreement which you can examine with this command.

Help|Register

The Register command licenses the copy of TPMX and removes the Trial limitation where the program expires after 31 days.

Enter a valid License name and Key and then choose the OK button. You can purchase a license key for your name from the Teacher's Personal Markbook website. See the "Registration" topic in the Introduction for more details.

After entering your License name and Key this command and the Help|When does the trial expire command is no longer shown.

Help|When does the trial expire

The When does the trial expire command shows the number of days remaining before the TPMX trial expires. After the expiry you can still open and print from your markbooks, but you can no longer save changes. To ensure continual operation of the TPMX you should register the program before the final day. See the "Registration" topic in the Introduction for more details.

Help|Buy now over Internet

The Buy now over Internet command launches your web browser and visits a page on the Teacher's Personal Markbook website where you can purchase a Registration key to allows you to continue using TPMX without restriction. The purchasing process is automated and should only take minutes

before you receive an email with your licensing details, which is entered in the Help|Register command.

Since the Internet is involved, technical "glitches" can occur and it is recommended not to leave purchasing until the last day of the trial, because manual processing of an order may take up to 24 hours.

Preferences

The Preferences command allows you to set many options that affect the way TPMX works. The Preference items are organised in groups of related options. Some of the more frequently used preferences are duplicated as commands in the Options menu for easier access.

If these settings are changed while no markbook is open the preferences will apply to all subsequently created markbooks.

If these settings are changed with an open markbook the preferences only affect the current markbook.

Calculation defaults

The calculation defaults are the values initially used by the Edit|Calculation command the each time a new calculation is set to a task. You can change the initial values when setting up a calculation, but these settings are used unless you change them.

Methods

Name	Description
Linear weighting	Set to Yes and all weighting calculations are not affected by a statistical scaling that affects the means and S.D.
z-score weighting	Set to Yes and all weighting calculations default to the z-scores method. Refer to the Weighting Methods section for more details.
Ignore missing results	Set to Yes to make all calculations with more than one task, ignore missing results and not put a N/A.
Rank ignores N/A results	Set to Yes to make the Rank calculation omit students who do not have a result from the ranking.
Show rank estimates	Set to Yes to include the letter "e" in front of a rank that is based on an estimate.

Range

Name	Description
Lowest	Set the lowest value when adding a new calculation with a Range calculation type.
Highest	Set the highest value when adding a new calculation with a Range calculation type.

Standardise

Name	Description
Mean	Set the mean set when adding a new calculation that requires a mean.
S.D	Set the S.D. set when adding a new calculation that requires a standard deviation.

Grades

Each of these settings is shown each time a calculation with a grade is shown, but you can change the values whatever is required for each calculation.

Name	Description
Default grades	Set the list of grades used in a grading calculation.
Grade cut-offs	Set the minimum value for each grade when doing the grade cut-off calculation.
Grade percents	Set the percentage of students that get each grade when doing the grade percent calculation.
Outcomes descriptors	Each of these settings are used on the outcomes tab, the default settings are set to Excellent, High, Substantial, Satisfactory and Elementary with cut-offs of 80%, 60%, 40%, 20% and 0%, but you can change the values for whatever is required for your school.

Name	Description
Default descriptors	Set the list of descriptor used for assigning levels of achievement to each outcome.
Descriptor cut-offs	Set the minimum value for each descriptor when assigning levels of achievement.

Options

These affect the general operation of TPMX.

Appearance

Name	Description
Show ID	Set to Yes to show a column for the student ID.
Show class	Set to Yes to show a column that has the class of each student.
Show weight in task name	Set to Yes to show the weight of a task at the end of the task name.
Shade student row	Set to Yes to hightlight the row of the cursor with shaded cells.
Show print dialog	Set to Yes to make the Print dialog appear before printing.
Show classic toolbar	Set to Yes to make the toolbar look like older versions of TPM.
Student name column width	Set the width of the columns used for the student names. The value set is approximately the number of characters the column is wide.
Task column width	Set the width of the columns used for the tasks. The value set is approximately the number of characters the column is wide.
Task name height	Sets the height of the row used the task names. The value is the number of rows of text you want to show.
Font name	Set the font used in the rows and columns of the markbook.
Font size	Set the size of the font in the rows and columns of the markbook.

Advanced

Name	Description
Export with TAB delimiter	Set to Yes to have TAB characters separate the fields in the file created with the File|Export|CSV file command.
Keep students sorted	Set to Yes to make a markbook remember the settings of the Tools|Sort students menu items.
Prompt to save on close	Set to Yes to make TPMX ask whether you want to save when closing a markbook. When turned on, the open markbook is not automatically saved without first showing a prompt.
Make regular backups	Set to Yes to allow TPMX to make copies of the markbooks with file names prefixed with "x-" to distinguish them from the actual markbooks. This option is only in Site License versions of TPMX.

Class roll

Name	Description
Number of weeks	Set the number of weeks shown with the Print|Class roll command.
Subdivisions	Set the divisions in each week shown with the Print|Class roll command. Normally this is 5 for each day of the week or the number of periods each week for the class.
Start date	Set the date of the first week shown with the Print|Class roll command. The date for each subsequent week is from this start date.
Key	Set a descriptive key that prints at the top of the class roll. Items in the key should be separated by commas, for example, A = Away,S = Sick,E = Excursion.

Course and year

Name	Description
Course	Set the course shown when using the Print commands.
Year	Set the year shown when using the Print commands.

Folders

Name	Description
Backup folder	Set the folder that the File|Create backups command uses to make backups on.
Export folder	Set the folder used by the File|Export command.

Printers

Each printer available to OS X is listed in the Printer list. You do not select the printer that is used in these preferences, instead you use the Print|Printer command. Each printer item as the following settings.

Name	Description
Landscape	Set to Yes to print pages sideways. (The Print|Landscape command is usually more convenient.)
Printable width	Set the width of the paper used. On most printers the printable width is less than the actual width of the paper as the edges of a page cannot be printed on. This value is automatically set for each printer.
Printable height	Set the height of the paper used. On most printers the printable height is less than the actual height of the paper as the edges of a page cannot be printed on. This value is automatically set for each printer.
Left margin	Set the left margin to alter the amount of white space at the left of the page. This value is in millimetres.
Right margin	Set the right margin to alter the amount of white space at the right of the page. This value is in millimetres.
Top margin	Set the top margin to alter the amount of white space at the top of the page. This value is in millimetres.
Bottom margin	Set the bottom margin to alter the amount of white space at the bottom of the page. This value is in millimetres.
Font name	Set the font used with the print commands.
Font size	Set the size of the font used with the print commands.

Importing

Importing overview

There are four different ways the Import command can be used to import information into TPMX. From either:

- Three comma delimited text files
- A single text file
- A single comma delimited text file
- A file from Motorised Markbook

Three comma delimited text files can be produced from timetabling programs using utility programs from SMPCS. These files may contain the student, class and teacher names. When importing three comma delimited files the Enable box should be set to Delimited files in the import dialogue.

The simplest importing is from a single text file that should contain only student names. When importing a single text file the Enable box should be set to Text files in the import dialogue.

A single comma delimited text file can be produced with many applications by using the Save As command. This file may contain the student name and optionally the class for each student and any results to be imported. When importing a single comma delimited text file the Enable box should be set to Delimited files in the import dialogue.

A file from Motorised Markbook is produced with the Export all as TAB file command in version 6.5.X of the Motorised Markbook. When importing from this file format, separate markbooks are made for each course, because TPMX is not designed to store student from different courses and years in the one markbook.

Three comma delimited text files

Information about the classes and students can be imported into TPMX with the Import command and by selecting the Delimited files in the Enable box.

This section details the required format of the files required for the Import command to work correctly with comma delimited files that follow a special format that requires three separate files that include all the information (and more) required to determine the students in each class.

There must be three files.

- ASTUDENT.CSV contains the students.
- ACLASS.CSV contains the classes.
- ASTUDY.CSV contains the classes each student is in.

These files can be created from scratch by entering information into an editor, or with a conversion utility supplied by SMPCS.

ASTUDENT.CSV format

The delimited text file with the students must have 8 fields. Each line of the file must have the following fields.

```
Family name, Given name, Preferred name, Gender, Street,
Suburb, Postcode, Key
```

The field must appear in this order. For example, one line in the file ASTUDENT.CSV could be as follows.

```
Garland,Judith,Judy,Female,1 Yellow Brick Rd,Sydney,2000,#1
```

Some of the fields can be empty if the information is not required on the printed Marks. For example, if the student's address will not appear on the report, there is no need to import that information.

```
Garland,Judith,Judy,Female,,,,
```

Here is another valid student line.

```
Wright,Tony,,M,"Unit 6, 12 Station St",Stanmore,2048,
```

Note the preferred name field is empty, but still included. Also there are quotations around the street because the street address has a comma in it. The gender field can be Male, Female, M, or F. If the preferred name field is empty, it is assumed to be the same as the given name.

There must be exactly 7 comma delimiters on each line.

ACLASS.CSV format

The delimited text file with the classes must have 6 fields. Each line of the file must have the following fields.

```
Name, Teacher, Subject, Year, Unit, Key
```

The field must appear in this order. For example, one line in the file ACLASS.CSV could be as follows.

```
12M2,Ms Green,Mathematics,Year 12,3,#1
```

The only fields that can be empty are the unit and key fields. Here is another valid class line.

```
7PH1,Mr White,"Health, Physical Education",7,,
```

Note the preferred unit and key field is empty, but still included. Also there are quotations around the subject because the name has a comma in it. At a minimum there should be the class name, subject, teacher, and year.

The year field can be either a numerical value such as 7, 8, 9, or Year 7, Year 8 and so on.

The key field is not used by TPMX and generally can be left empty. It is included for when the information from TPMX must be exported to another system that has a unique numerical key for each class.

There must be exactly 5 comma delimiters on each line.

ASTUDY.CSV format

The delimited text file with the students' classes must have at least 2 fields. Each line of the file must have the following fields.

```
Student family name, Student given name, Class name1, Class
name2, Class name3, .
```

The field must appear in this order. For example, one line in the file ASTUDY.CSV could be as follows.

```
Wright,Tony,12E1,12M2,12PHY2,12EC3,12GSA
```

The lines in the ASTUDY.CSV files can have a variable number of fields. There is an additional field for each class. The spelling of the student names, and the class names must be the same as those in the ASTUDENT.CSV and ACLASS.CSV files.

Single text file

The format for student names in a text file imported with TPMX is detailed here. The suggested format for the text file is shown below.

```
Family name,Given names
```

Here is an example of one possible delimited file that could be named sample.txt.

ABDULLAH,JOSEPH
BLAKE,JAN
FOX,MICHELLE
HAN,JUNGKIL
HANNON,ROBERT

Each student should begin on a new line. The two fields of information should be separated by comma. Additional space within each field is permitted.

Single comma delimited text file

When a delimited file is chosen for importing, the process is automatic and does not require any interaction. Before selecting the Import command, a text file must be created with the required information.

The best way to understand the delimited file format is to look at the contents of a file created with the Export command from an existing markbook. The format for the data in a delimited file imported or exported with TPMX is detailed here.

The suggested format for the delimited file is shown below.

```
Class name,Teacher name,Family name,Given names,Task
name,.,Note
```

Each student should begin on a new line. Commas should separate the fields of information. Additional space within each field is permitted.

The first line in the file must have a label that indicates the contents of the fields in the following lines. Specific labels recognised by TPMX are:

```
Class,Teacher,Family,Given,.,Note
```

If a field has a label other than those listed, it is assumed to be a field for a task of results, and the label is the name of the task.

Here is an example of one possible delimited file that could be named sample.csv.

```
Class,Teacher,Family,Given,FEB EX1,FEB ASGN1,MAR EX2
,,,,100,50,75
8E1,Mr Ross,ABDULLAH,JOSEPH,65,40,56
8E1,Mr Ross,BLAKE,JAN,82,45,64
8E1,Mr Ross,FOX,MICHELLE,67,41,71.5
8E2,Ms Green,HAN,JUNGKIL,63,46,45
8E2,Ms Green,HANNON,ROBERT,Absent,48,69
```

When importing, TPMX creates two classes 8E1 and 8E2 and creates three tasks named FEB EX1,FEB ASGN1,MAR EX2.

The students are placed into the indicated classes and the results into the tasks. When importing a delimited file, the only compulsory fields are the family and given names of the student. All other fields are optional. The complete list of field names that can appear on the first row of the file are:

```
Class
Teacher
Family
Given
Gender
Note
Comment
```

```
Teacher Family
Teacher Given
Year
Course
Preferred
Flag
SID
```

The SID is for the Student ID. There can be multiple fields for tasks.

Motorised Markbook files

The classes, students and results can be imported into TPMX with the Import command and by selecting either the Text or Delimited files in the Enable box. The file must first be made by opening the markbook in Motorised Markbook and then using the Export all as TAB file command to make a file like the following:

```
Markbook,Plane,Plane
12M1 3-unit,Geom'tr,Geom'tr
Miss De Meanour
63,R/21
STUDENT Ai-Won,33,15
FARTHING Penny,30,16
ROWAVE Mike,59,1
```

1. The name of the file must begin with MOTORISED to allow TPMX to correctly import the file. For example, some valid file names are motorised.txt, motorised-maths.txt or motorised8.txt.
2. The file exported from Motorised Markbook does not include the "linked" information, so it is essential for columns that are linked in the markbook to also have identical names (all three lines of the column name must be the same), so they can be matched when importing.
3. For best results, the class and teacher names should be the first and second lines respectively on screen in the Motorised Markbook. TPMX uses this information to label the classes in the created markbook.

Because Motorised Markbook files do not store the course name for each class, in the File|Import| Import command, the first class from each course is shown, but when selected and OK is chosen all the related classes are put into the TPMX markbook.

Other issues to note when importing Motorised Markbook files are:

- The student and teacher names are only stored in a single field in Motorised Markbook and so may require editing once in the markbook.
- The file name of the created markbook will be based on the first class in the markbook and should be changed.
- While the columns and results are imported, the calculations are not included and so the calculations will need to be re-created in the new markbook after importing.
- By default, weighting calculations in TPMX use the same z-scores method used by the Motorised Markbook and so give the same results.

Appendices

Backing up and file types

TPMX stores the classes, students and results in a file for each group, usually with all the classes from a single subject in a markbook. The markbook file has the file name extension of mk. If for any reason this file becomes damaged where the information in the file is not what is expected by TPMX, then the markbook file may not open. Depending on the extent of the damage to the markbook, important information may be lost.

The best way to prevent the loss of important information is to make copies of important files.

Having at least one duplicate of every markbook is strongly recommended. Never keep only a single copy of an important markbook. Computer hardware and software can fail at any time and while modern systems are very reliable there are circumstances that can cause loss of data, such as a network "going down", which are difficult to plan for.

While most networks have automated backup system, when disaster strikes often the time taken to get restore the lost data can be significant, so TPMX includes a command that makes it easy for you to make backup copies of your markbooks.

File|Create Backups

The Create Backups command copies all of the markbook files in the current folder to another location. If the markbooks are normally stored on a local drive it is recommended that the backups be made elsewhere. You can set the destination for the backup with the Folders preference item in the Preferences command, or you can have TPMX allow you to browse for a destination each time the command is used.

- By default the folder used by the Create Backups command is a subfolder of the TpmX documents folder. For better protection this should be changed to another location or volume with the Preferences command.

The folder that is backed up is the same one with the current open markbook. Any markbook files that are already in the backup folder are replaced by the markbooks of the same name. For example, suppose your markbooks are stored on either local drive or a networked volume. In this case, backing up to a removable store such as a USB drive would be quick and convenient. Suppose your USB drive is shown as the "Work" drive you could then prepare TPMX for making quick backups by doing this:

1. Choose the Preferences command.
2. Select the Folder preference item, which is in the Options section.
3. Click on the Backup folder field.
4. Enter /Volumes/Work
5. Choose OK.

If you do these steps while no markbooks are open, the Work USB drive will be set as the destination for backing up when you create each new markbook. If you have markbook open, the

settings in the Preferences command are stored inside the markbook itself, and so you will need to set the Backup folder for each markbook you have. Then to make a backup copy of every markbook in a folder you do this:

1. Choose the File|Open command.
2. Open any markbook in the folder that you wanted backed up.
3. Choose the File|Create Backups command.
4. Check that the folder being backed up and the destination for the backups is what you expect.
5. If the destination is correct, choose Yes.

This starts the copying of the markbooks from the folder that the open markbook is in, to the destination previously set in the Preferences command.

If you want to be able to choose the destination for the backups each time you choose the File|Create Backups command, in the Preferences command for the Folder preference item set the Prompt for folder field to Yes.

Markbook files

Each markbook file has the file name extension of mk. While a file name extension is not necessary for a file on OS X, it is required for TPMX markbooks to ensure compatibility with the Windows version of TPM.

There are other types of files that you will see in the folder with the markbook. The file names begin with

- x-backup-
- x-archive-

Backup files

Each time a markbook is opened, TPMX make a copy of the file with a prefix of x-backup-. This is a copy of the markbook as it was before you opened it. Then if for any reason there is a problem with the markbook and you want to return to the markbook as it was before it was opened you can remove the extra x-backup-. from the file name then use it as the markbook.

By beginning with an x the backups are grouped at the end when sorted alphabetically in the Finder. For example, if a markbook is named sample.mk the backup file is named x-backup-sample.mk.

- In the Site License version of TPMX you can turn off the creation of these files in the Advanced section of Preferences command by setting the Make regular backups option to No.

Tmp files

Each time a markbook is opened, TPMX makes a copy of the file with an extension of tmp. The file name is also prefixed with the ~ character. For example, when a markbook named sample.mk is opened, a file named ~sample.tmp is created. When the markbook is closed, this file is deleted. If for any reason, this file has not been deleted and you need to revert back to the previous markbook before it was opened you could renamed the file and change the extension back to mk.

Damaged files

In the event that a markbook file gets damaged in some way and will not open, and you do not have any formal backup copies of it, then one of the files with the three extensions listed above may contain an up to date copy of the markbook that is not damaged and can be opened.

If a file is damaged and will not open, before trying anything it is recommended that you copy the file to another folder on your computer, in case it is requested by Technical Support in an effort to determine the cause of the damage.

After copying the file to another folder, you can then try this.

1. With the Finder look in the folder that originally contained the markbook.
2. If there is a file prefixed with x-backup- rename the file to have an extension of mk.
3. Try opening the file in TPMX.

If the file opens, then you will have a markbook that is valid but does not include and changes made after it was opened. In this case, you can then use the File|Save as command in TPMX to remove the x-backup- from the beginning of the name.

Disclaimer

TPMX is a flexible mathematical tool that provides different methods of calculating results to satisfy the needs of different schools and teachers.

When doing any calculations with TPMX due care should be exercised to ensure the results produced are those intended.

When a calculation command is used for the first time after installation, it is recommended that the results produced be checked against results from the same calculation done manually using your previous methods.

This will ensure that TPMX is correctly installed and the options set to produce the results intended.

Technical Support

Technical support may be an answer to a question, advice, or a solution to a problem. Before contacting technical support please check that the information you require is not included as part of this Guide & Reference. In particular, the "How do I" chapter answers many frequently asked questions.

Technical support can be found in the Support section at the Teacher's Personal Markbook website:

```
www.teacherspersonalmarkbook.com
```

There you will find Tutorials, Frequently Asked Questions (FAQs) and a form where you can submit a question or problem. Or you can send an email directly to:

```
tpm@smpcs.server101.com
```

When reporting a suspected software problem, information you should include is:

- What sequence of commands and actions are being done?
- If you are following a set of steps from the help of the website, what section or topic is being used?
- What is the unexpected behaviour?
- What action or behaviour are you expecting from TPMX?
- What is the Release date shown in the About command of the Help menu? The full date is important and any letter immediately after the year is significant.
- If an error message has occurred, the Tools|Advanced|System log command may be helpful. In the System log you can choose the Copy button to put the information on the clipboard. This may then be pasted into an email sent to support.

Requests for help that include this type of information when there is sufficient detail to clearly explain the problem or question usually result in a faster solution.