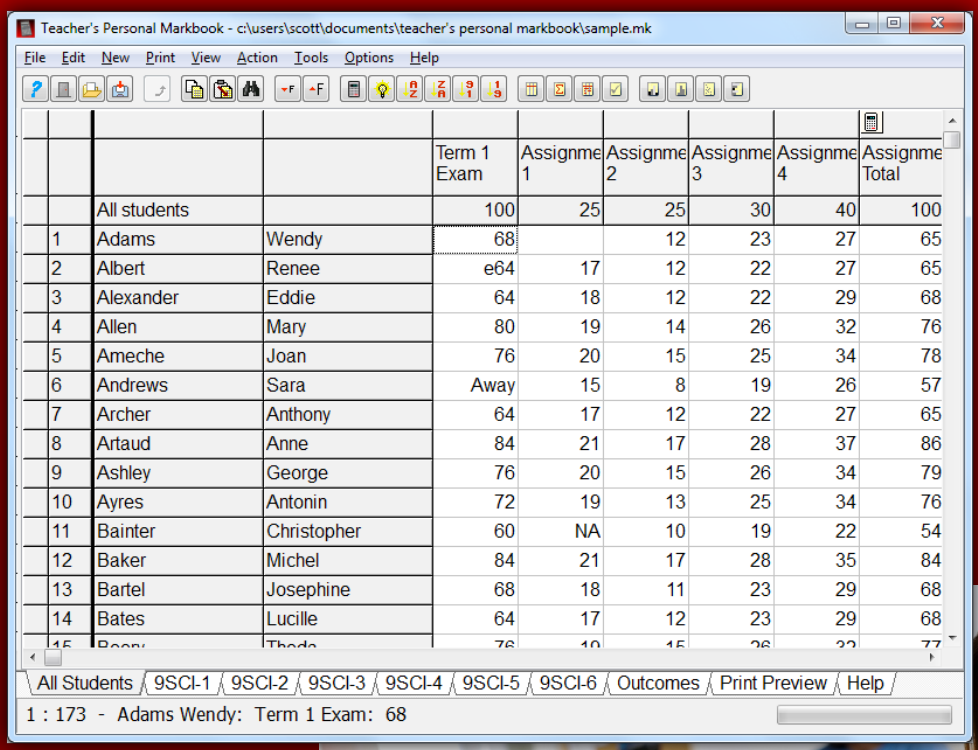
Teacher's Personal Markbook

for Windows

Guide & Reference



				Term 1 Exam	Assignme 1	Assignme 2	Assignme 3	Assignme 4	Assignme Total
		All students		100	25	25	30	40	100
	1	Adams	Wendy	68		12	23	27	65
	2	Albert	Renee	e64	17	12	22	27	65
	3	Alexander	Eddie	64	18	12	22	29	68
	4	Allen	Mary	80	19	14	26	32	76
	5	Ameche	Joan	76	20	15	25	34	78
	6	Andrews	Sara	Away	15	8	19	26	57
	7	Archer	Anthony	64	17	12	22	27	65
	8	Artaud	Anne	84	21	17	28	37	86
	9	Ashley	George	76	20	15	26	34	79
	10	Ayres	Antonin	72	19	13	25	34	76
	11	Bainter	Christopher	60	NA	10	19	22	54
	12	Baker	Michel	84	21	17	28	35	84
	13	Bartel	Josephine	68	18	11	23	29	68
	14	Bates	Lucille	64	17	12	23	29	68

Contents

Introduction

Introduction....5
Installation....6
Registration....7
Overview....8
TPM tutorial....15

Why

Aren't my preferences getting saved?....20
Is the markbook automatically saved when closing?....20
When I choose Edit|Student do the columns for the student columns return to grey before I finish editing?....21
Do I get a "No more users allowed." message when starting TPM?....21

Calculations

Doing calculations....22
Calculation types....26
Weighting methods....33

Outcomes

Outcomes and calculations....35
Outcomes, grades and reports....36

How do I?

Access the commands that require the administrator's password?....44
Add students to the markbook?....44
Apply the mean and standard deviation of one task to another task on a class by class basis?....44
Assign grades in the distribution of 10%, 20%, 40%, 20%, and 10% based on a set of results?....45
Change a set of results to be a percentage?....46
Change the date and number of weeks for the class roll....46
Change the minimum and maximum result in a task?....47
Change the number and type of grades assigned by TPM?....47
Change the page size for the printer?....48
Check the spelling of a report comment?....48
Copy results from one markbook to another?....48
Convert the results in a task that is marked out of, say, 50 to a mark out of 25?....49
Create a new class?....49
Create a new markbook?....50
Delete a class?....50
Delete a student?....51
Estimate a result for an absent student for an assessment task?....51
Fix a problem that keeps showing an unusual error message that may be a 'bug' in TPM?....51

How do I? continued

Estimate a result for an absent student for an assessment task?....52
Force a student result to stay at zero, even when standardising a task?....52
Get my list of student names and results that are stored in another program into TPM?....52
Give two different classes different weights for the same set of tasks in the same markbook?....54
Import a text file created with a database system into TPM?....55
Increase the width of the columns for the student names on the Print Preview page?....55
Make a copy of a markbook file with a different name?....56
Make an empty markbook?....56
Make an empty markbook with the same columns as an existing markbook?....56
Prevent a markbook from being filled with many tasks of intermediate results that were converted to percentages, or standardised, before weighting?....57
Prevent a result that is manually entered in a task with a calculation from being changed when the calculation is done?....57
Print a class roll for every class in a markbook without having to do each class one at a time?....58
Print a comprehensive list of students and outcomes?....58
Print a list of students that are sorted on a ranking?....58
Print a sorted list of results?....59
Print in landscape orientation?....59
Print only some classes as a single list?....59
Produce a total from a weighted set of tasks?....60
Round the results in a task to 2 decimal places?....60
Set the destination of the file made with the File|Export commands?....61
Stop N/A from appearing in a task?....61
Stop the results in a column from being changed?....61
Store results for a student?....61

Command Reference

File menu....63
Edit menu....68
New menu....82
Print menu....83
View menu....92
Action menu....93
Tools menu....97
Options menu....100
Help menu....102
Contextual menu....104

Importing

Importing overview....106
Three comma delimited text files....106
Single text file....108
Single comma delimited text file....109
Motorised Markbook files....110

Appendices

Keyboard shortcuts....111
Backing up and file types....114
Command line parameters....116
Disclaimer....120
Technical Support....121

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Introduction

Introduction

Teacher's Personal Markbook 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 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 TPM can be understood to refer to Teacher's Personal Markbook. TPM 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 Microsoft Windows. To use TPM it is assumed that you:

- Are familiar with the computer keyboard and its special keys such as Tab, Shift, Esc, Alt, and Enter.
- Know how to use a mouse and understand what the words single-click and double-click mean, for example.
- Know how to work with a scroll bar and drop-down list, even if you don't know them by name.
- Understand how to use pop-up boxes with OK and Cancel buttons, and you understand the difference between choosing each of these.

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 Windows applications.

Tip

To get the most from Teacher's Personal Markbook 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

TPM is supplied as an installation program. This installs Teacher's Personal Markbook in the C:\Program Files\TPM folder, which will be created on your computer.

1. Restart Windows so no other programs are running.
2. Click on the Start button, and then select Run.
3. Choose the Browse button to change to the folder with Tpminst.exe.
4. Select Tpminst.exe and choose Open.
5. Choose OK.
6. Choose Install.
7. Read the copyright information and choose "I Agree" to proceed to the next step.
8. A prompt allows you to change the destination, but you can just choose OK to install to the default folder of C:\Program Files\TPM.
9. Wait for the process to complete.
10. Choose OK when finished.

Once installation is complete you are ready to run TPM for the first time.

Registration

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

- You can find out when the trial version expires by using the "When does the trial expire" command in the Help menu.

If you want to keep using TPM after this date you must register your copy of the program. To register you pay for a licence for the right to use the program. The licence allows you to fully use TPM for an unlimited length of time. The licence payment is a one time cost, there are no on-going licensing fees.

To purchase a license please visit the following website:

```
www.teacherspersonalmarkbook.com
```

Here you can pay for your copy of TPM 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 TPM and immediately start using a licensed copy of the program.

The email sent to you will include your licence name and the key. These details you then enter into the Help|Register command.

For more details about how you can purchase and register a license for Teachers Personal Markbook, please see the website listed above.

Overview

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

When started, TPM shows an empty markbook. In the New menu there are commands to make new classes, students, and tasks. In the Edit menu commands are also able to edit or delete the details of existing classes, students, and tasks. All names are entered or 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. 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 either at the bottom of the TPM window, or in the View menu. In contrast, a task always applies to all classes.

Results can be entered by moving the current cell with the arrow keys, Tab key, or Enter, to the required position and typing the result. With TPM the results entered do not need to be numbers, although calculations can only be 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. TPM is able to do all the usual methods, but it is important ensure that TPM 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, TPM 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 of the calculations, such as Standardise there are default values that are used but which can be changed in the Edit|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 TPM 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, a preview 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 TPM. 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 in the estimate. Tagging is also used when moving students from one class to another.

When copying information to the Windows 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 TPM window 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 TPM twice as explained in the "How do I" chapter of the help.

Using the Edit|Copy and Edit|Paste commands is a simple and quick way to transfer information between TPM and other applications such as the Excel spreadsheet. If the Windows clipboard is not a suitable way of transferring the information from one application to another there is also the File|Import and File|Export commands.

There are several commands not mentioned in this overview. There are ways of making backup markbooks, moving and changing tasks widths on the screen, 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

TPM organises your student results into a series of rows and columns. One row for each student and one column for each set of task results.

One markbook file should store all the results for one subject year grouping. For example, one markbook named 8ENG96 might contain all the students in year eight and all their results for English.

Each markbook file can 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 limited amounts of other information that can be textual in addition to numerical.

Once raw results have been entered into some tasks, additional tasks can be created that automatically perform calculations of the 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.

TPM Calculations

The way TPM 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 that is created in a markbook applies to all the students in the file. The markbook organises the students into separate classes, and can view the students as either a single list showing all the students, or as a list of students from a single class.

Regardless of the way the students are viewed, the task is the one task for all the classes in the course. 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 can store only 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 TPM 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.

While a calculation is applied to a task, 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 an exam has different 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 in 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 that TPM does not have any method of enforcing 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 all the tasks for the student extension results 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 TPM window shows a grid of boxes for the entry of results. One box has an extra dashed 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 position with the mouse. As the cursor moves, so does the outline.

If a task has a numerical maximum, TPM warns if any result is larger than the maximum.

Placing an exclamation mark ! directly in front of a result prevents TPM 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 TPM 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. A tagged task has the same icon shown in the row just 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 only those appear with the Print Marks command.

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

Tags can be placed 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, any tag for a student or task is cleared.

Planning a markbook

TPM 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 with manipulating students and classes.

By understanding the approach used by TPM you can plan and organise your information so you can take full advantage of the different TPM 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 file share the same tasks for storing results.

The idea behind TPM 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 with a single markbook.

Example

You should place related classes in a single markbook. By related the classes 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 of results. The large number of tasks means that 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 one class only you can operate on the results without the concern of affecting the results in 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 each answer to these questions is yes then the classes should be stored as a single markbook.

Sometimes the answers may not be clear. 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 explains one possible way of organising a markbook in certain situations.

Example One

In the English department of Suburb High all the year 7 classes are put into one markbook called English7. 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 some tasks for use by their own class.

Example Two

In the Mathematics department of Suburb High there are 6 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 two different streams do not be to be ranked as a single group then it is probably convenient to have two 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 assessment tasks for each stream.

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

Example Three

In the English department of Suburb High there are 4 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 well organised markbooks for each subject but occasionally require some operations on groups of results that are stored in separate markbooks. TPM has several features that make it possible to reorganise and move information between separate markbooks.

The Edit|Copy and Edit|Paste commands in the Edit menu let you copy students and results from one markbook to another.

TPM tutorial

One way to learn how to use TPM is to try some of the features and commands with some real data. By using a few of the basic commands you will learn the principles behind the operation of all the commands in TPM. The way TPM 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 TPM what you'll see is the menu 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 pop-up type the name 10SCI and press Enter. You may note the name and location where the markbook is saved is shown along the top of the TPM 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 Enter. 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 Enter after each one. Don't press Enter after the last result.

```
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 in the small rectangle next to 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 TPM 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.

Printing results

For TPM 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 TPM.

The tags are shown on the top row of the main TPM 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 TPM. To leave TPM, choose the File|Exit command.

Why

Aren"t my preferences getting saved?

How the settings in the Edit|Preferences command are stored can be confusing unless you understand how it works, then it is easy. For example, a common puzzle is to change some options in the Edit|Preferences command only to later find that when you open a markbook the options are back to how they were before the changes were made. To understand how this could happen you need to understand two key behaviours of TPM.

If there are no markbooks open and you use the Edit|Preferences command, the options set will be used each time a new markbook is made.

When a markbook is open and you use the Edit|Preferences command, the options set will only apply to the open markbook.

For example, last Monday you made seven markbook files that are quietly sitting in your markbook folder on the network. Today you just discovered the Advanced option in the Edit|Preferences command called Edit delay (seconds) that allow you to control how many seconds the Edit|Task command keeps the task names available for editing before switching back to the normal grey (un-editable) headings. As you would like to be able to extend the time for editing you then start TPM and go to the Edit|Preferences command and change the Edit delay (seconds) to 300.

But when I open the markbook I made last Monday the Edit delay is back to the miserly 60 seconds. In fact, no matter which markbook I open from last week they are all set to 60 seconds. What's going on here!

The two points above explains what has happened. When the markbooks were made last week in the Edit|Preferences command the Edit delay (seconds) was still at the default of 60. Each of those markbooks then has their own set of preference that they keep until you change them. But now you changed the Edit delay to 300, which will apply to new markbooks you make, but not those already made.

This behaviour makes sense because if you have a markbook and have carefully set the options in the Edit|Preferences command to how you want them, if someone else has been using TPM and using the Edit|Preferences command you do not want to find that their options are affecting your markbooks.

Is the markbook automatically saved when closing?

If a markbook is open it is automatically saved when you choose the File|New, File|Open, File|Close and File|Exit commands. What this means, is that you are not prompted to save any changes before using these commands. This behaviour is different from many software programs, but it has been done for a reason. Ninety-nine times out of a hundred when a prompt with a message like "changes have been made, do you want to save the file" appears you do want to save the changes. So instead of asking you every time, TPM just goes ahead and saves the markbook file without

wasting your time with an annoying question.

But suppose you do want to close the markbook without saving any changes? For those exceptions you can still do this by choosing the File|Close without saving command.

When I choose Edit|Student do the columns for the student columns return to grey before I finish editing?

When the Edit|Student command is chosen the two columns for the student names are unlocked so the cells for the student names can be selected and edited. When the command is chosen a timer starts and when the time has expired the columns are returned to the normal state where they are fixed and cannot be edited. This also occurs with the Edit|Task, Edit|Class and Edit|Outcome commands. The idea behind this is to return these cells to the normal fixed state even if the computer is left unattended with TPM still running.

If you find the time for editing is not long enough you can increase it in the Edit|Preferences command in the Advanced section of the Options.

Do I get a "No more users allowed." message when starting TPM?

The standard version of Teacher's Personal Markbook is licensed for use by a single user. To ensure the licence is not exceeded a file named LICENCE.NAF is created in the folder where the program is installed. This file keeps a count of the number of copies of the program running simultaneously.

If the TPM program ends in an unexpected way, for example after an error, the LICENCE.NAF file can lose track of the number of copies of the program running. This may result in the problem message.

- Deleting the LICENCE.NAF file before starting TPM, resets the count to zero and allows the program to run.

The LICENCE.NAF file is usually in the same folder as the Teacher's Personal Markbook program file TPM.EXE. With Windows Vista the higher security means the LICENCE.NAF file may appear on the Windows Desktop.

Calculations

Doing calculations

A calculation can be done in two main ways with TPM, using the:

1. Help|Calculation Assistant command, or
2. 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 TPM.

The Calculation Assistant is suitable for doing most calculations, but it cannot do some of the more unusual calculations such as linear mapping. The Calculation assistant also cannot edit 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 be used to do this. For this reason, it is recommended that you also learn how to use the Edit|Calculation command.

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 describes setting up a calculation with the Edit|Calculation command.

Where results are stored

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

With the Edit|Calculation command the results are store in the current task when the command is selected. The name of this task is shown on the title bar of the Edit|Calculation pop-up box. It is important to understand that the task you are on when choosing the command will contain the results of the calculation, which will overwrite anything already in the task 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 pop-up box cannot be used in the calculation, 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 Edit| 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 TPM 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. TPM 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 Edit|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. The way this calculation works is explained in the table below. The fourth task named Calculation total has the Copy calculation and the previous three tasks are selected for use in the calculation.

Copy Example

Students	Assess Total 1	Assess Total 2	Assess Total 3	Calculation Total
	100	100	100	100
Student 1 in class A	67			67
Student 2 in class A	82			82
Student 3 in class B		79		79
Student 4 in class B		55		55
Student 5 in class B		89		89
Student 6 in class C			45	45
Student 7 in class C			32	32
Student 8 in class C			56	56

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 Edit|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 Edit|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 Edit|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 Edit|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 TPM 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 Edit|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 Edit|Preferences command allows the changing of the mathematical steps used when standardising the results.

Weighting methods

TPM 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 TPM after installation, Unless you specifically have 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 individual calculations by choosing the Options button in the Edit Calculation pop-up, 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 instead are positive and negative values above and below the mean. A student with a mark on 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 pop-up, 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 for each task.

Using 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 students.

If before using TPM, you previously weighted student results without ever requiring the statistics such as the mean or standard deviation for 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 certain assumptions about what is the most accurate interpretation of a weighted set of results.

There is debate about what a measure such a "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, When manipulating results for a course with large candidature using the z-scores method is the most statistically rigorous.

Conversely, if the number of students is relatively small, or the distribution of results is unusual the Linear Weighting method is 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 keep the default settings.

The way TPM calculates results is affected by the Edit|Preferences method command. The Calculation defaults Methods item allows you to set the method used by TPM. 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. TPM is a flexible mathematical tool that provides different methods of calculating 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 TPM the Outcomes tab shows the outcomes stored in a markbook. This view together with the Outcome descriptors in the Edit|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
- Edit|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, TPM 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 page is where the level of achievement appears according to the descriptors set in the Edit|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 Edit|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 TPM 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 TPM put a descriptor in the Level column, you must select the tasks for each outcome.

Right click on the row for each outcome in the column for each task that contributes to the outcome.

A right click is not often used in TPM. It means to click the other button on the mouse. It is usually immediately to the right of the usual button on the mouse.

When you right click on a cell with a mark a tick appears next to the mark that indicates that the mark will be averaged 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. Clicking in a task column for a second time removes the task from the outcome.

If when you right click on a cell with a mark, 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 turn off the lock in this command.

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

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

Mathematically, TPM 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-offset in the Edit|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.

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 page is visible the Edit|Copy copies the information onto the Windows 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 TPM 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 TPM. 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 TPM to get that single percentage.

By default, TPM has the grades A, B, C, D, E set in the Edit|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 in the box on the left of the name of the task that has the numerical results that represent the students overall achievement.
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 Windows 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 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. Start Excel, or your preferred spreadsheet application.
6. Choose the Edit|Paste command in Excel.

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 any columns that are not needed could be deleted, before doing another Copy and Paste into your reporting system. If you are using SM-Reports, the Edit|Copy command of TPM is compatible with the Marks button of SM-Reports and so the data does not need to be first pasted into a spreadsheet.

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, TPM 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 TPM.

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 TPM 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 in the box on the left of the name of the first task that will determine each students overall result.
4. Repeat step 3 for each 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. Choose the Edit|Calculation.
6. Select Grade Average in the Calculation list.
7. Select a task that has the grade that will contribute to the average from the Tasks list.
8. Choose Include.
9. Repeat steps 7 and 8 for each task that is to be averaged.
10. Choose OK.

The new task now shows the averaged grade for the tasks selected in step 7 to 9.

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. TPM can help with this as well. Full details of setting up outcomes are in the main Outcomes section of this Guide, 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. Choose OK.
8. 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 Edit|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. Right click on the cell that shows the mark.
4. Repeat steps 2 and 3 for each task.
5. Repeat steps 2 to 4 for each outcome.

As you right click on each task a tick appears in the cell 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 Edit|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 Windows 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 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. Start Excel, or your preferred spreadsheet application.
8. Choose the Edit|Paste command in Excel.

Once in Excel any columns that are not needed could be deleted, before doing another Copy and Paste into your reporting system. If you are using SM-Reports, the Marks button of the SM-Reports program is compatible with outcome levels in a markbook so the data does not need to be first pasted into a spreadsheet.

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 TPM 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 at the bottom of the window.
2. Choose the New|Student command.
3. Enter the given name in the Given name box.
4. Enter the family name.
5. Press Tab.
6. Enter the given name.
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 7 as many times as required.

If student names are in another application, they can be created in a markbook by using Copy and Paste commands.

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. Choose the Edit|Calculation command.
10. Select Standardise from the Calculation list.
11. Select the task to standardise from the Tasks list.
12. Choose Include.
13. Choose Classes.
14. Select a class in Calculation applied to list.
15. Choose Remove.
16. Repeat steps 15 and 16 for each class, except the first one being given a mean and standard

deviation.
17. Choose OK.
18. Choose Options.
19. Enter the mean and standard deviation noted for this class from step 3.
20. Choose OK.
21. Choose OK.
22. Choose the Edit|Calculation command.
23. Choose Classes.
24. Select the class in the Calculation applied to list.
25. Choose Remove.
26. Select the next class from the Classes list.
27. Choose Include.
28. Choose OK.
29. Choose Options.
30. Enter the mean and standard deviation noted for this class from step 3.
31. Choose OK.
32. Choose OK.
33. Repeat steps 22 to 32 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 TPM only stores the most recent calculation done. This means that if the raw in a class are changed then steps 22 to 32 will need to be repeated for that class.

Assign grades in 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 will be 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 new grades a new task must be made.

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

If the grades shown in step 11 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 Edit|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 can be out of number that is not a multiple of 10 and the multiplying factor is not a whole number.

TPM 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 Down arrow.
4. Enter the task maximum of 100.
5. Choose the Edit|Calculation command.
6. Select Linear Scale in the Calculation list.
7. Select the task to make into a percentage in the Tasks list.
8. Choose Include.
9. Choose OK.

The results converted to a percentage cannot be stored in the same task. Part of the design of TPM is to encourage 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 can lead to small amounts of inaccuracy due the effects of rounding numbers to the 7 significant figures stores by TPM.

Change the date and number of weeks for the class roll

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

1. Choose the Edit|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 number of columns you need in each week for recording the attendance. Often the Subdivisions are 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 Down arrow.
4. Enter the task maximum.
5. Choose the Edit|Calculation command.
6. Select Range from the Calculation list.
7. Select a task from the Tasks list.
8. Choose Include.
9. Choose Options.
10. Enter the Lowest and Highest marks.
11. Choose OK.
12. 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 TPM?

After installation TPM 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 Edit|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. By 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 for when setting up a calculation. So while you should set the Default grades to those most often used, 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 TPM the new size of the paper.

1. Choose the Edit|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 includes a Spelling button. Choosing this button checks the spelling on the text in the comment box. Once the text is checked any words that are not in the dictionary are underlined and highlighted in red.

For words that are unknown, you can do the following:

1. Click anywhere in the word, so the text cursor is anywhere inside the word.
2. Right click on the word, to show the spelling pop-up 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 words that are correct that are not in it. When In this case you can add the word to the dictionary. Words that are added in a not put in the main dictionary, but in a custom list of words used by TPM.

Copy results from one markbook to another?

TPM can copy results onto the Windows 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, the names of the students are matched, so only the same student will receive the results.

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

The technique described in this answer can copy results between any two markbooks. When the results need to be copied between two copies of the same markbook see the How do I answer listed below.

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 25 and then divided by 50 to convert them to results out of 25.

To store the new 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. Choose the Edit|Calculation command.
6. Select Linear Scale from the Calculation list.
7. Select the task that is out of 50 from the Tasks list.
8. Choose Include.
9. 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.

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 along the bottom of the TPM window.

Create a new markbook?

Creating a markbook from scratch require 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 system importing 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. Repeat steps 3 to 7 to make more than one class.
9. Choose the New|Student command.
10. Enter the family name.
11. Press Tab.
12. Enter the given name.
13. Repeat steps 9 to 12 to make more than one student.
14. Choose the New|Task command.
15. Enter the task name.
16. Press Down arrow.
17. Enter the task maximum.
18. Repeat steps 14 to 17 to make more than one task.
19. Choose the File|Save command.
20. Enter the markbook name.
21. Press Enter.

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 Classes tab at the bottom of the TPM window. To add students to a specific class, you must select the class before choosing the New|Student command.

Delete a class?

Before you can delete a class, it must be empty. So you must first delete all the students.

1. Choose the Action|Tag all students command.
2. Choose the Action|Delete students command.
3. Enter DELETE to confirm the deletion and choose OK.
4. Choose the Edit|Class command
5. Move the current cell to the name of the class.

6. Choose the Edit|Delete command and choose Yes.

Delete a 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. Choose the Edit|Student command
2. Move the current cell to the family name of the student.
3. Choose the Edit|Delete command.

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

More than one tagged student can be deleted in a single operation with the Action|Delete|Students command.

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

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

1. Move the current cell to anywhere in the task that is missing some results.
2. Choose the Tools|Estimate results command.

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

Fix a problem that keeps showing an unusual error message that may be a "bug" in TPM?

When TPM finds information that is not in bounds of expected operation an error message is usually displayed.

If the message is cryptic and includes error codes, it may be an indication of a problem in TPM that requires fixing.

If you suspect TPM requires fixing it is important to collect as much information about the problem and the situations when problem occurs

1. Repeat the steps to create the error or unexpected message.
2. Write down the complete error message.
3. Copy the information from the Tools|Advanced|System log command by right clicking on the box and choosing the Copy command. This can then be pasted into a document for printing or emailing.
4. Complete a Software Problem Report form.
5. Send the information from steps 2 and 3 to Technical Support.

Recording all error messages, and the steps that produce the error, is essential to help solve problems in TPM. Without accurate information it may be impossible to correctly diagnose the cause of any problem.

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

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

1. Move the current cell to anywhere in the task that is missing some results.
2. Choose the Tools|Estimate results command.

Each student without a result is given an estimate. To distinguish the 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 no attempt.

If the task is standardised as part of a weighting, the zero can become a non-zero result because of the mathematics used. 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 my list of student names and results that are stored in another program into TPM?

There are two main ways to get information into TPM from another application. The information can be student names, task names, results, and class names 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 Windows 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 to spreadsheet type of application.

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 type of application.

Disadvantages of importing

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

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

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

If the information is in a database system that includes information such as the class names, 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 Windows 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 TPM via the clipboard.

1. Run TPM and the other application that has a file that contains the information, which 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 task columns.
3. Choose the Edit|Copy command in the spreadsheet.
4. Switch to TPM 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 other application used, but the following conditions must be true to allow the Paste command in TPM 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 must use the Tab character to separate each cell on the Windows clipboard.

An example of how the information in the spreadsheet must be arranged to satisfy these conditions is shown.

Spreadsheet Format

Family	Given	Exam one	Assign 2	Essay three
		100	50	100
BRANDON	MARLON	83	45	72
GARBO	GRETA	87	40	71
PECK	GREGORY	76	47	86
ROGERS	GINGER	84	42	70

It may be necessary to insert additional rows or columns into the spreadsheet if information is not arranged in the layout shown here.

It does not matter if the spreadsheet has other information such as 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 TPM?

If the database system is capable of exporting a text file that is either comma or tab delimited the TPM Import command can read the file and copy the student names and results, if any, in 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 TPM and select the appropriate type of file to be read in the Files of Type box.
3. Select the name of the file created from the database.
4. Choose OK.

If the importing file has its information in a suitable arrangement, TPM automatically handles the importing and conversion of data into a markbook.

As a guide, choose the file of type based on the type of information exported.

If the information to import includes both student names and results, and optionally class names then the Delimited text (*.csv) should be chosen.

If the information to import is only student names, then Text files (*.txt) should be chosen.

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

On the toolbar of the Print preview page on the right end of the toolbar there is a drop down list 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 larger 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 that will be copied.
2. Choose the File|Save As command.
3. Enter the new name of the markbook in File Name box.
4. Choose OK.

The markbook remains open with the new name. A copy of the markbook with the original name is still on disk. 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 TPM is started an empty markbook is created. This empty markbook is ready for adding students and tasks.

1. Choose the File|New command.

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.

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

When using TPM 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 TPM you do not need to create six new tasks, each with a calculation that converts the raw scores 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. TPM handles all 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 done?

A student may be given a result that is an estimate in a task that is a total from a weight calculation. If any of the raw scores that make up the total are missing the manually entered, the estimate will be promptly replaced by N/A.

This is undesirable and can be prevented.

In those cases the entered result can be indicated as a result that should not be affected by the 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 do each class one 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 classes 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 4, you could instead click on the Print all pages on the Print Preview toolbar, or press Ctrl+P on the keyboard.

Print a comprehensive list of students and outcomes?

The Alternate view button on the Print Preview toolbar allows the Print|Outcomes command to 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. Turn on the Show detailed view button.
6. Choose the Print|Outcomes command.

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

The Sort commands allow you to sort on numbers or text, but not a combination of both. 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 at the bottom of the 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.

Before step 6, different options on the toolbar that affect the appearance of the page.

Print a sorted list of results?

The Print Marks command uses the information that is shown in the TPM window when determining what to print.

This means that the order of the students on the screen is the same order used when printing a list of results.

1. Select the class to print from the tabs at the bottom of the 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.

Before step 6, setting different options on the toolbar affects the appearance of the page.

Print in landscape orientation?

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

The printer set up must be changed using the TPM uses the default printer from Windows can change the settings for this printer.

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 all the classes shown. For example, if you have a class of "Leavers" who are not to be included in normal lists. 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 of 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, TPM 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. Choose the Edit|Calculation.
6. Select Weight in the Calculation list.
7. Select a task from the Tasks list.
8. Choose Include.
9. Repeat steps 7 and 8 for each task that is to be part of the weighting.
10. Choose Options.
11. Click on the cell on the right of the first task name.
12. Type the weight for the task.
13. Repeat steps 11 and 12 for each task.
14. If necessary, change the Mean and S.D.
15. Choose OK.
16. 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 Edit|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.

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.

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 or Enter key 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 TPM window. If an unnamed markbook is already open, a pop-up 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 TPM window. Select the name of the file in the pop-up box. 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 disk. 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 disk, with the option giving the markbook a different name, or storing it on a different disk. 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 TPM window. If an unnamed markbook is already open, a pop-up is shown giving the choice of the current markbook, or cancelling the command.

File|Close without saving

TPM automatically saves a markbook when the file is closed or you exit 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 disk. 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 Edit|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 Files of Type list. 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 Files of Type list. 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 Edit|Preferences command.

File|Export|Outcome file

The Export Outcome file command creates a data file that can be read by SM-Reports. 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 Edit|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 command creates a data file using data from the markbook for use in other applications. (This command is not required by SM-Reports, but is useful for other software that requires information from the TPM.) 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 Edit|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 TPM 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 TPM 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 tpm.exe program file, or in the folder with the markbook files. When choosing the File|Export|Report file command, TPM 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 TPM 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 Windows Notepad. 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 Edit|Preferences command.
YEAR	The year shown in the Edit|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 TPM 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 TPM 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 TPM. 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|Exit

The Exit command closes the TPM application. If an unnamed markbook is already open, a pop-up 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. Positioning the mouse cursor over the Undo button on the toolbar shows a pop up message that indicates the name of the item that will be undone.

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|Student

The Edit|Student command unlocks the columns used for the student names. You can then edit the name of any student by moving to the required cell. Instead of using the menu you can right click on a student name and choose the Edit student command.

After making the changes you can choose this command again to lock the student name columns to prevent editing. If you do not choose this command again to lock the columns, after a short time the columns are automatically locked again.

Edit|Task

The Edit|Task command unlocks the rows used for the task names and maximums. You can then edit the name or maximum of any task by moving to the required cell. Instead of using the menu you can right click on a task name and choose the Edit task command.

After making the changes you can choose this command again to lock the task rows to prevent editing. If you do not choose this command again to lock the rows, after a short time the rows are automatically locked again.

Edit|Class

The Edit|Class command unlocks the rows and columns used for the class and teacher names. You can then edit the name or the class by moving to the required cell. This command also allows the students and tasks to be edited. After making the changes you can choose this command again to lock the rows and columns to prevent editing.

If you do not choose this command again to lock the rows and columns, after a short time the rows and columns are automatically locked again.

Edit|Outcome

The Edit|Outcome command unlocks the rows and columns used for the outcomes on the Outcomes tab.. You can then edit the code and name of the outcome by moving to the required cell. After making the changes you can choose this command again to lock the rows and columns to prevent editing.

If you do not choose this command again to lock the rows and columns, after a short time the rows and columns are automatically locked again.

Edit|Copy

The Copy command copies information from the open markbook onto the Windows clipboard. Once the information is on the clipboard it can be pasted into other markbooks, or even other Windows 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 Windows clipboard. This command is different from the Copy command because it only copies the results of the current task, or if you tag more than one task, only those tasks. 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 Windows applications. You can also tag specific students to copy only those students to the clipboard.

Edit|Copy only|Report comments

The Copy only report comments command copies information from the open markbook onto the Windows 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 even other Windows applications. You can also tag specific students to copy only those students to the clipboard.

Edit|Paste

The Paste command copies information from the Windows 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 TPM, 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 TPM, use the Copy command in a markbook and paste the information into your spreadsheet.

Edit|Delete

The Edit|Delete command deletes a student, task or class. To delete one of these items you must first move the current cell to the name of the item. For example, to delete a student, first choose the Edit|Student command. Then move the current cell to the student's family name. Then choose the Edit|Delete command.

Use this command carefully to prevent the deletion of important information.

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. TPM always stores numerical results to a minimum of 6 significant figures but with you can set how many decimal places are shown. Instead of using the menu you can right click on a task name and choose the number of decimal places.

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 TPM 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 TPM 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 pop-up box for this command includes a spellchecker. When the spelling is checked you will also get a count of the number of words in the box. More details about checking your spelling in the "Check the spelling of a report comment?" topic in the "How do I" chapter of the help.

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. For a task that does not already have a calculation, you can right click on a task name and choose the New calculation command.

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 pop-up 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 pop-up 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 cross over it to indicate that it is frozen. A calculation that is frozen can be made active again by choosing the Clear button.
Clear	Removes all tasks from the calculation and sets the Calculation to No calculation. If the calculation is frozen this button does not clear the calculation, but instead removes the freeze.

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 pop-up that allows the entry of the individual task weights. The pop-up shown when you choose the Options button depends on the chosen calculation type. The different pop-ups are described below.

Average highest tasks options

The Average highest tasks pop-up 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 pop-up 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 pop-up 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.

Grade Cut-off options

The Grade cut-off pop-up 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.

Grade Number options

The Grade Number pop-up 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 pop-up 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.

Linear Mapping options

The Linear Mapping pop-up 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.

Range options

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

Rank options

The Rank pop-up gives the option of ranking the classes separately and of reversing the rank.

By default ranking is done across all the affected classes. If the Rank separately option is checked each class is ranked separately so the students are only compared within the class.

If the Reverse rank option is checked, the results are ranked from lowest to highest so the smallest result is ranked number one and so on.

Standardise options

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

Weight options

The Weight pop-up 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..

Calculation Classes

The Calculation Classes pop-up 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 pop-up 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 Windows 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 TPM, 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 TPM, 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 first enter the Administrators password for the markbook. When the results are locked in a task, this command shows a tick next to the menu item to indicate the results are locked. Choosing the command a second time when the results are locked, unlocks them.

Edit|Preferences

The Preferences command allows you to set many options that affect the way TPM 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.
Keep weight as z-scores	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 calculation ignore missing results and not put a N/A.
Delay calculation refresh	Set to Yes to make TPM only refresh the calculations when the cell is moved off the current task. This may be helpful on a slow PC.
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 TPM.

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 when All students are selected.
Show teacher on tabs	Set to Yes to show the teacher name on each Class tab.
Show weight on tag row	Set to Yes to show the weight of a task on the top row of the task columns.
Use colours on graphs	Set to Yes for the bars on the graphs to show colours.
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 size	Set the size of the font in the rows and columns of the markbook.
Font name	Set the font used 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.
Query network printers	Set to Yes to allow TPM to query the page size of all connected printers. In some network environments this may significantly slow the starting time, so No is the recommended setting.
Make backup markbook	Set to Yes to have a backup copy made of each opened markbook. The backup copy has

	the file extension changed to bak and is prefixed with a z_. Keeping this set to Yes is recommended.
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 TPM 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.
Edit delay (seconds)	Set the number of seconds before the Edit|Student, Edit|Task, Edit|Class and Edit|Outcome are reset when turned on.

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
Prompt for folder	Set to Yes to be allow you to browse and change to any folder when exporting or copying a markbook. If set to No, the File|Create backups, and File|Export commands use the folders set in the preferences below.
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 Windows 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.
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.
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.
Font name	Set the font used with the print commands.
Offset text from lines	Set to Yes if you find the top of the text is too close to the preceding lines in a table.
Pixel width lines	Set to Yes to make the lines on a page be one pixel width. On most printers lines that are one pixel wide are very fine.
Lines saver	Set to Yes to stop a table with lines from filling the whole page with empty rows when there are less students than a page full.
Information font size	Set the size of the font used with the print commands.

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. Instead of using the menu you can right click on a student name and choose the New student command.

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. Instead of using the menu you can right click on a task name and choose the New task command.

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 alternate view	Removes the student name from the page and replaces with the student ID.
Show detailed view	Includes statistics for each task.
Show items on separate pages	If the All students tab is selected, the each class of students is shown as a separate page.
Show split page view	Divides the page into left and right sides to double the number of students shown on each page.

Drop down list	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|Marks with|Extra columns

The Print|Marks with|Extra columns command prints students and their results and their outcome levels in the same way as the Print|Marks command. For more flexible printing of only the outcome levels you can use the Print|Outcomes command. Before selecting the Print|Marks with|Extra columns 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. 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. The extra columns are set with the Print|Marks with menu items listed below that are turned on and off like an option.

Menu item	Effect
Rank	Shows an extra column with the ranking of each student. The task that is ranked is the last task to be tagged. If the rank is not for the task you want, then turning off and on the tag for that task will make it the last task to be tagged.
Student ID	Shows an extra column with the student ID.
Class name	Shows an extra column with the class name.
Teacher name	Includes the family name of the teacher in the column with the class name. This option only has an effect if the Class name menu item is also ticked.

Print|Marks with|Rank

This Print|Marks with|Rank command is a menu option that affects what is printed with the Print|Marks with|Extra columns command. Refer to the Print|Marks with|Extra columns command above for further details.

Print|Marks with|Student ID

This Print|Marks with|Student ID command is a menu option that affects what is printed with the Print|Marks with|Extra columns command. Refer to the Print|Marks with|Extra columns command above for further details.

Print|Marks with|Class name

This Print|Marks with|Class name command is a menu option that affects what is printed with the Print|Marks with|Extra columns command. Refer to the Print|Marks with|Extra columns command above for further details.

Print|Marks with|Teacher name

This Print|Marks with|Teacher name command is a menu option that affects what is printed with the Print|Marks with|Extra columns command. Refer to the Print|Marks with|Extra columns command above for further details.

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 Edit|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.

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

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

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

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

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

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 preview 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 the class tabs along the bottom of the 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.

View|Split screen

The Split screen command divides the screen with a vertical line to allow you to view tasks that are not adjacent at the same time. Each half of the window shows a scrollable area of marks. You can change the size of each half by click and dragging the dividing line to the left and right.

To remove the split either choose this command again, or drag the dividing line all the way to the left edge.

Action menu

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|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 pop-up 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 pop-up 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 at the bottom of 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 page of the window. The pop-up 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 TPM 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 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 a list of information that is useful if there are technical problems with TPM. The information may be help Technical Support resolve a problem by providing further details of a problem. In the System log box you can right click and choose Select All from the pop-up menu and then right click to choose Copy to put the text on the Windows 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 Edit| 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 TPM as the default. When set to Auto, TPM 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, TPM 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 TPM 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|Index

The Index command shows the list of all topics in the help list. Click on a topic name to display it.

Help|Browse all topics

The Browse all topics command shows all pages in the help window. This allows easy browsing by using the Next and Previous page buttons on the Help toolbar.

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. Choosing this command jumps to the next topic with the text.

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 TPM 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|About

The About command shows the release date of the version of TPM that you are using on the status line. This is an important detail if you are requesting technical support.

Help|Register

The Register command licenses the copy of TPM and removes the Trial limitation where the program will expire after a fixed date.

You must enter a valid Licence name and Key before choosing the OK button. You can purchase a licence key for your name from the TPM website. See the "Registration" topic for more details.

After entering your Licence name and Key this and the Help|When does the trial expire commands are no longer shown.

Help|When does the trial expire

The When does the trial expire command shows the last date when the TPM trial expires. After the expiry you can no longer save changes to your markbooks. To continue to use TPM you should register the program before the expiry date. See the "Registration" topic for more details.

Contextual menu

A right click with the mouse in the main window when All students or a class is being viewed shows a contextual menu. This is a menu that allows quick access to some commonly used commands. Some of the commands are unique to the contextual menu. This list of command in the contextual menu varies depending on what you right click on.

Edit student

The Edit Student command unlocks the columns used for the student names. You can then edit the name of any student by moving to the required cell. After making the changes you can choose this command again to lock the student name columns to prevent editing. If you do not choose this command again to lock the columns, after a short time the columns are automatically locked again.

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 be 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.

Edit task

The Edit Task command unlocks the rows used for the task names and maximums. You can then edit the name or maximum of any task by moving to the required cell. After making the changes you can choose this command again to lock the task rows to prevent editing. If you do not choose this command again to lock the rows, after a short time the rows are automatically locked again.

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 calculation

The New Calculation command can add a calculation to the current task. Choose a calculation in the list that will be applied to the current task.

Edit calculation

The Edit calculation command edits the calculation of the current task.

0 Decimal places

The 0 Decimal places command sets the current task to show 0 decimal places for numerical results. TPM always stores numerical results to a minimum of 6 significant figures but with this command you can set how many decimal places are shown.

1 Decimal place

The 1 Decimal place command sets the current task to show 1 decimal place for numerical results. TPM always stores numerical results to a minimum of 6 significant figures but with this command you can set how many decimal places are shown.

2 Decimal place

The 2 Decimal place command sets the current task to show 2 decimal place for numerical results. TPM always stores numerical results to a minimum of 6 significant figures but with this command you can set how many decimal places are shown.

3 Decimal place

The 3 Decimal place command sets the current task to show 3 decimal places for numerical results. TPM always stores numerical results to a minimum of 6 significant figures but with this command you can set how many decimal places are shown.

4 Decimal place

The 4 Decimal place command sets the current task to show 4 decimal places for numerical results. TPM always stores numerical results to a minimum of 6 significant figures but with this command you can set how many decimal places are shown.

Left

The Left command sets the current task to left justify, i.e. align the results with the left edge of the column.

Centre

The Centre command sets the current task to centre the results in the column.

Right

The Right command sets the current task to right justify, i.e. align the results with the right edge of the column.

Importing

Importing overview

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

- Three comma delimited text files
- Comma delimited text files from E.R.N.
- A single text file
- A single comma delimited text file

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 Files of Type should be set to *.csv in the import pop-up.

Comma delimited text files can be produced from the NSW DET ERN system. These files may contain the student, class and teacher names. When importing comma delimited files from the ERN the Files of Type should be set to *.csv in the import pop-up. The steps required to make these files may vary when the Enrolment and Registration Number application of the NSW DET Web Portal is enhanced, and are not detailed in this Guide & Reference file. Instead further details can be found at this web address: www.teacherspersonalmarkbook.com/nsw-det-ern.html

The simplest importing is from a single text file that should contain only student names. When importing a single text file the Files of Type should be set to *.txt in the import pop-up.

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 Files of Type should be set to *.csv in the import pop-up.

Three comma delimited text files

Information about the classes and students can be imported into TPM with the Import command and by selecting the file type of *.csv.

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 TPM and generally can be left empty. It is included for when the information from TPM 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 TPM 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 TPM 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 TPM 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, TPM 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 TPM 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 TPM 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. TPM 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 TPM 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 TPM use the same z-scores method used by the Motorised Markbook and so give the same results.

Appendices

Keyboard shortcuts

While TPM requires a mouse to do some actions, there are keyboard shortcuts for many actions. In some cases using the keyboard can be more convenient that using a mouse.

Menu actions

Any menu command can be selected by using the Alt key with the letter that is underlined on the menu bar. This is a standard Windows feature and is not unique to TPM.

Shortcut keys

In some cases, an additional shortcut is shown on the menu that uses the Ctrl key. Where you see a shortcut written as Ctrl+Z, this means hold down the Ctrl key while pressing the letter Z. The Ctrl key should be held down until after you have finished pressing the Z.

Shortcut	Action
F1	Help|Contents
F2	Edit cell in grid
F3	Tools|Find again
F5	New|Student
F6	New|Task
F7	New|Class
F8	New|Outcome
Ctrl+F5	Edit|Student
Crtl+F6	Edit|Task
Crtl+F7	Edit|Class
Crtl+F8	Edit|Outcome
Crtl+F9	Edit|Calculation

Shift+Crtl+F5	Edit|Note|Student
Shift+Crtl+F6	Edit|Note|Task
Shift+Crtl+F7	Edit|Note|Class
Shift+Crtl+F8	Edit|Note|Outcome
Shift+F5	Show grid on the Print preview page
Shift+F6	Show shading on the Print preview page
Shift+F7	Show alternate view on the Print preview page
Shift+F8	Show detailed view on the Print preview page
Shift+F10	Set page to full size on the Print preview page
Shift+F11	Make whole page fit on the Print preview page
Shift+F12	Make the page width fit on the Print preview page
Ctrl+A	View|All students
Ctrl+B	View|Previous page
Ctrl+C	Edit|Copy
Ctrl+E	Tools|Estimate results
Ctrl+F	Tools|Find student
Ctrl+G	Tools|Count grades
Ctrl+K	Print|Marks
Ctrl+M	Edit|Gender|Male
Ctrl+N	View|Next page

Ctrl+O	File|Open
Ctrl+P	Print|Print all pages
Ctrl+S	File|Save
Ctrl+T	Action|Tag task
Ctrl+U	Action|Untag all tasks
Ctrl+Del	Edit|Delete

Backing up and file types

TPM 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 TPM, 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 TPM 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 Edit|Preferences command, or you can have TPM allow you to browse for a destination each time the command is used.

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. For example, suppose your markbooks are stored on either local C 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 E drive you could then prepare TPM for making quick backups by doing this:

1. Choose the Edit|Preferences command.
2. Select the Folder preference item, which is in the Options section.
3. Click on the Backup folder field.
4. Enter E:\
5. Choose OK.

If you do these steps while no markbooks are open, the E 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 Edit|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 Edit|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 Edit|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. There are also three other type of files that you may see in the folder with the markbook. The file extensions are:

- bak
- tmp
- $$$

Bak files

Each time a markbook is opened, TPM can optionally make a copy of the file with an extension of bak. The reason for this is to have a copy of the markbook as it was before any changes are while it is open. 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 change the file extension to mk and then open it normally.

The copies of the markbooks with the bak extension also have the characters z_ added to the name as a prefix. This is so when viewing the files in a Windows folder they are grouped at the end when sorted alphabetically.

For example, if a markbook is named sample.mk the backup file is named z_sample.bak. To make TPM create a backup each time a markbook is opened do this:

1. Choose the Edit|Preferences command.
2. Select the Advanced preference item, which is in the Options section.
3. Click on the Make backup markbook field.
4. Enter Yes.
5. Choose OK.

Setting TPM to make a backup of each markbook as it is opened is recommended, but you do not need to use these backup files if you have been working in TPM and want to "throw away" all changes that have been made since the last save. In this case you can use the File|Close without saving command. This command closes the open markbook without do a save. So any changes made since the last time save as used will be lost.

$$$ files

Each time a markbook is saved, TPM temporarily makes a copy of the file with an extension of $$$. For example, when a markbook named sample.mk is saved, a file named sample.$$$ is created. After the markbook is saved, this file is deleted. If for any reason, this file has not been erased when a markbook is closed you can delete this file if you want.

Tmp files

Each time a markbook is opened, TPM 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 Windows Explorer or My Computer look in the folder that originally contained the markbook.
2. If there is a file with the bak extension and prefixed with z_ rename the file to have an extension of mk.
3. Try opening the file in TPM.

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 TPM to remove the z_ from the beginning of the name.

Command line parameters

TPM has several options that can be specified on the command line when starting the program. Some of these options are designed to allow other applications to use the import and export commands of TPM without the TPM window opening and hiding the calling application.

Parameter	Action
/i<filepath>	Create markbooks using the data at file path. A markbook is made for every subject in the delimited file at file path. If the markbook already exists it is not created unless the /o command line parameter is used.
/l	Creates a log file during the startup process with the name of TPM.LOG.
/o	Allow the /i parameter to overwrite existing markbooks.
/s	Use the folder set in the Start in line of the Properties of the program shortcut the first time the File|Open command is used
/u<filepath>	Update the open markbook with the data in the delimited file at file path
/x<filepath>	Export to a delimited file with the file path
<filepath>	Open the markbook

Import

The /i<filepath> parameter imports the specified delimited .csv file into newly created markbooks. The import creates a markbook for each course in the .csv file with a name that is an abbreviation of the year and course. More than one markbook is created if there is more than one course in the .csv file. If a markbook already exists with the same abbreviated name, then that markbook if not replaced with a newly created one. To replace any existing markbook use the /o parameter.

Unlike the File|Import|Import command there is no prompt to select the markbooks to create, so a markbook is created for every course in the .csv file. This means the import file must include class and course fields to allow the creation of the markbooks. The created markbooks are made in the same folder as the .import file.

Log

The /l parameter (a lowercase L) creates a log file which contains technical details of the start up process of TPM. This can be added to the command line if you have problem running TPM and the program fails to start. The file TPM.LOG is put in the same folder as the program and can be sent to Technical Support for analysis.

This parameter should only be used temporarily to create the log file and should not be used on the command line of your regular program shortcuts, because the creation of the log file slows down the operation of TPM.

Overwrite

The /o parameter allows the /i import parameter to overwrite and replace any existing markbooks that has the same name as the newly created markbook. The /o parameter only affects the action of the /i import parameter. Note when the import parameter is used to import data into a markbook, if the overwrite parameter is used any markbook with the same name that has data in it will be replaced with a markbook that only contains the information in the .csv file which will lose any data in the original markbook.

Startup folder

The /x<filepath> parameter exports the open markbook as a delimited .csv file with the specified path. Note the <filepath> part of the argument must be an absolute file path that includes the folder name, and extension.

Update

The /u<filepath> parameter imports the specified delimited .csv file into the open markbook. While importing the existing markbook is updated so results are not changed, but students are added or removed from classes according to the information in the .csv file. Note the <filepath> part of the argument must be an absolute file path that includes the folder name and extension.

Export

The /x<filepath> parameter exports the open markbook as a delimited .csv file with the specified path. Note the <filepath> part of the argument must be an absolute file path that includes the folder name, and extension.

Open

The <filepath> parameter opens the markbook with the specified path. Note the <filepath> should be the name of a markbook with an absolute file path. If the markbook file does not exist a new markbook is created.

Examples

Here is an example of the startup folder parameter.

```
tpm.exe /s
```

If the Start in line of the program shortcut properties is set to h:\staff\maths, then when TPM started, the first time the File|Open command is used any markbooks in the h:\staff\maths folder are shown. After exiting from TPM, this again is the first folder shown, even if the current folder was changed while using the program.

Here are two examples of using the import and overwrite options.

```
tpm.exe /i"C:\Program Files\Tpm\year8.csv"
```

This command line starts TPM and imports the comma delimited file named year8.csv in the folder \Program Files\Tpm on drive c. After importing the data and creating the markbooks for year 8, TPM exits. When importing data a file name to open should not be included on the command line as the import command does not import into an existing file, but instead creates new markbooks. Note the quotes around the path of the .csv file, this is necessary because of the space in the path of the file.

```
tpm.exe /o /i"C:\Program Files\Tpm\year8.csv"
```

This command line creates the year 8 markbooks as in the previous example, and will overwrite any existing markbooks with the new ones.

Here are two example command lines that show recommended ways of using the update and export options.

```
tpm.exe "C:\Program Files\Tpm\10maths.mk"
/xd:\work\2005\10maths.csv
```

This command starts TPM and opens the markbook called 10maths.mk. The information in the markbook, 10maths.mk, is exported as a comma delimited file named 10maths.csv in the folder \work\2005 on drive d. After exporting, TPM closes the open markbook and exits.

```
tpm.exe "C:\Program Files\Tpm\10maths.mk"
/uc:\newdata\yr10mat.csv
```

This command starts TPM and opens the markbook called 10maths.mk. The students and columns in the markbook, 10maths.mk, are updated from the yr10mat.csv comma delimited file. Any new students or columns are added to the markbook. If students are in the markbook, but not in the yr10mat.csv file they are deleted but are kept in the markbook in the Tools|Undelete students command. After updating, TPM saves and closes the open markbook and exits.

Errors

The /i, /u and /x parameters automatically close TPM after the action is done. If these parameters are used and TPM does not exit this means that an unexpected error has occurred. For example, the specified path may not exist.

If TPM does not automatically exit when using a command line parameter you can examine the parameters passed on the command line with the Tools|Advanced|System log command to diagnose the problem.

When using the /i, /u and /x command line parameters, the file path must be immediately after the parameter without any intervening space. File paths that includes spaces must be delimited by the " quotation character. These two requirements are the most likely cause of an error if the file paths are correct.

Disclaimer

TPM 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 TPM 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 TPM 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 section 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 TPM?
- What is the date shown by the Help|About command on the status line? 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 box you can right click and choose Select All from the pop-up menu and then right click to choose Copy to put the text on the Windows 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.