

Changes in WinMarks 2005

- The main WinMarks background screen has changed. WinMarks 2005 should be displayed. Make sure all teachers are running the “new” program.
- All WinMarks data files will be stored in the same folder with the WinOscar data files. Please make sure each workstation that runs WinMarks has access to the WinOscar data folder. The Marks teacher files all start with “W” followed by a file name abbreviation which is different for each teacher.

The Oscar backup routine will include all WinMarks files also.

- The WinMarks data now uses the student record pointer to attach the student name to the scores for that student. The student record pointer is the little black number in Oscar that displays in the upper right corner of the standard student screen. This change means the regular student ID number can be changed at any time and will not cause problems between Oscar and Marks. The regular student ID number will be displayed on the Marks screen, but it is not used as a “key” to tie information together.
- The Assignments tab has a new “selected grading period” option. By default all Assignments will be displayed in reverse chronological order. (The most recent assignment date will be on top.) On the right side of the screen, the Grading Period Select option will allow the teacher to display the assignments for a particular grading period, or “All” grading periods.

New Marks File Names

WinOscarSetup	This file contains the answers to the Marks Manager questions. It indicates: The last term that was downloaded using Marks Manager download Whether the teachers can Post Absences directly to WinOscar Whether the Excessive Absences Penalty is activated
WOSC509.dbf	Excessive Absences Setup file from Marks Manager
Wosc559.dbf	Marks Teacher Log In Log which shows each teacher’s name, the last date and time they logged into Marks. This information is displayed in the WinOscar Staff module, on the “Check” Menu.

Automatic Download of New Students

1. Marks Manager will set up the original Marks databases by performing a normal Download on Day X
2. If the Marks Mgr downloads just Term 1, all new students who are scheduled into Term 1 after that initial download on Day X will be automatically added to each teacher's WinMarks program when they log into Marks the next time.
3. At the beginning of the second semester, the Marks Mgr will perform another download for Term 2.
4. This will set the "automatic download term" to 2. From that point on, each time a teacher logs into Marks, new students will be added automatically for each term 2 class.

Note: if the Marks Mgr never downloads semester 2, then those term 2 students will NOT be automatically downloaded when teachers log into Marks.

5. Teachers will NOT be able to manually add a student to their Rosters. All additions will be accomplished through the Marks Manager Download or through the Automatic downloads each time a teacher logs in.

STAFF MODULE -- Check Menu -- **Marks Last Access**

To see which teachers have logged into the WinMarks program and the Date and Time of the last log in, go to WinOscar Staff button | Check menu | Marks Last Access.

Your teacher names will display in alphabetical order, showing the most recent Date and Time when he/she logged into WinOscar.

If a teacher name is missing, they have not logged in at all, (or since you erased the file and started over).

If a teacher leaves in the middle of the year, and you want to remove that name from the "Check" list, perform the normal delete routine.

- a. Click on the Teacher Name that you want to delete
- b. Click on the far left on the black arrow
- c. The entire line should now be highlighted.
- d. On your keyboard, press the Delete key to remove the highlighted line.
- e. Verify that you do want to delete that line when the question pops up.

If you delete the wrong teacher name by accident, the next time that teacher logs into WinMarks, that name will reappear in the "Check" list.

There may be other reasons to delete an individual Teacher Name. For example:
If you spelled the teacher name wrong at the beginning of the year and have corrected it, you can delete the wrong spelling after the correct one has appeared in the list.

Delete All Records from Database

(This button appears at the bottom of the screen on the left.)

At the end of each grading period and definitely at the end of each school year, you might want to Delete all Teacher Records from the Check List. This will make it easier to see if current grades have been posted. The Teacher Names will reappear in the list as soon as they log into WinMarks the next time.

EXCESSIVE ABSENCES PENALTY

If your school wants to automatically subtract points from a student's semester average because of excessive absences, WinMarks can be customized to handle this task for you.

During the Download process, the Marks Manager can "tag" the box to enable this feature. The Marks Manager should also click on the Excessive Absences Setup button on the left side of the Download screen to fill in the answers for the Excessive Absences Setup.

Collect these answers before you get to the Download screen:

1. How many absences can the students have before the penalty is applied?
2. What is the number of absences which triggers the penalty?
3. For each set of "triggered" absences, how many points are deducted from the semester average?
4. Get an itemized list of the absence codes which count for this penalty. (See Oscar Setup menu | Attendance Setup | Codes tab.)