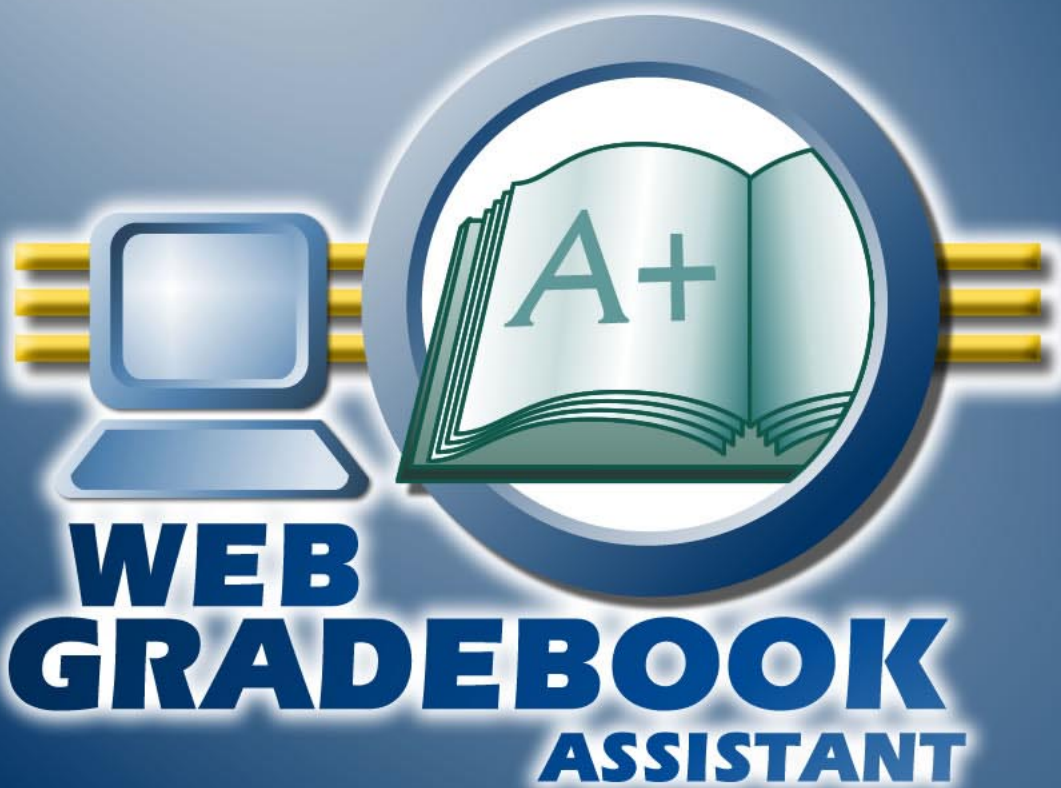




Technical Manual for the



GRADEBOOK
2



William Zaggle
CEO and Managing Partner

Douglas G. Lidiak
CIO and Managing Partner

Paul Pautler
Vice-President of Development



Copyright © 2003 by Excelsior Software, Inc. All rights reserved.
No part of this work may be reproduced or transmitted in any form
or by any means, electronic or mechanical, including photocopying
and recording, or by any information storage or retrieval system,
without permission from Excelsior Software, Inc.





Table Of Contents

Introduction	1
Before You Can Start	1
Access the URL	1
Log In	1
Preferences	1
WGBA Operations	2
Choose a Class File	2
Screen Layout	2
Screen Buttons	2
Screen Hints	3
View Student Demographics	3
Assignments	3
Grade Entry.....	3
Required Assessment Entry.....	3
View/Enter Attendance	3
Period Chooser	4
Select Class - Navigate to another class file	4
Logout	4
Next Gradebook2 Logon	4
Information	4
Error Codes	5

Introduction

This application assists teachers who desire to: view student demographic information; or enter: grades, assignments, or attendance from any outside Web-enabled location. It is not intended to run on the school LAN, replace Gradebook2, or Companion, but facilitate expanded use.

BEFORE YOU CAN START

Your Gradebook2 Manager or Pinnacle Administrator must provide three pieces of information before access can be obtained.

- 1) A **WGBA password** must be established using the Toolbox, System menu, **Clear/Set Passwords**. This differs from your Gradebook2 password, and should be kept secret and changed often.
- 2) Each user must obtain a valid URL to the school/districts Web site hosting the application..
- 3) Each user must obtain the specific School ID used during the login screen.

ACCESS THE URL

Launch a browser and **enter the URL** provided. If prompted to download the latest version of Flash, or other components, answer **Yes**.

LOG IN

When the login screen is displayed, it is recommended to Add the URL to the list of Favorites; then, enter your **Teacher ID**, **School ID**, and **WGBA password** and select the '**Log In**' button.

PREFERENCES

For first time users, once a successful connection has been established, a preferences window is displayed; the specified options are retained locally and used for each subsequent session. The upper-right corner of the WGBA provides a **Preferences** button that allows for modifications to chosen preferences. The following options exist.

Store Your Teacher ID

Automatically capitalize letter grades during data entry

Use full demographics

Retains your teacher id for subsequent logins.

Highly recommended if letter grades are entered.

'**Yes**' indicates that the full set of student demographics will be sent to WGBA while '**No**' indicates that only the student name and student id are sent to WGBA. '**No**' provides for faster class file downloads/responses.

Define your time-out threshold

Defaults to 5 minutes minimum and a maximum of 30 minutes. If WGBA is inactive, Controller receives no input, the WGBA will warn, save, and disconnect. **Send Data** causes the time-out to be reset.

WGBA Operations

CHOOSE A CLASS FILE

Once a successful connection has been established a list of your class files will be displayed. Highlight the class file desired and choose to either view grades or attendance.

The upper-left corner, below the period chooser, of the WGBA indicates whether the class file is in “**Edit**” mode or “**View**” mode. View mode reflects the class file has been submitted, or locked. Edit mode allows for data manipulation, unlike View mode.

SCREEN LAYOUT

The WGBA screen is similar in appearance of Gradebook2.

The left side displays the students; across the top is either the Assignments or Attendance day, depending on the view.

Required Assessments are shown to the right of assignments, except new assignments added using WGBA are shown to the right of the Required Assessments.



SCREEN BUTTONS

The WGBA buttons perform similar functions as Gradebook2.

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Send Data 2. Period Chooser 3. Select Class 4. Create a New Assignment 5. Grades 6. Attendance 7. Preferences 8. Logout | <p>Sends changes to the database, updates the class file information.</p> <p>Navigate to another marking period.</p> <p>Open a different class file.</p> <p>Add a new assignment.</p> <p>If viewing attendance, view grades.</p> <p>If viewing grades, view attendance.</p> <p>Change user preference settings.</p> <p>Exit WGBA.</p> |
|---|---|

WGBA Operations (continued)

SCREEN HINTS

The WGBA displays the class Subject-Interval-Period information across the top of the screen. After the **Send Data** button is selected the Excelsior 'E' will spin, no additional input can be entered while this transaction is being processed; the message **Data Received** will be displayed, in-place of the spinning 'E', when the server has responded. WGBA waits up to 3 ½ minutes for a server response. If WGBA determines that an excessive amount of time has elapsed it will display "**Unable to Continue Press [F5] to Restart**" in place of the spinning 'E'.

VIEW STUDENT DEMOGRAPHICS

Click on a Student name and a display window provides the student demographic information as chosen using **Preferences**.

ASSIGNMENTS

- View** Click on an assignment and the information about the assignment will be displayed.
- Add** If edits have been performed, **Send Data** is required first. Click on the **Create a New Assignment** button and enter the appropriate data into the window. Once complete, select the **OKAY** button followed by the **Send Data** button. The new assignment will be added as the last column on the right.
- Delete** Not allowed, use Gradebook2.
- Edit** Not allowed, use Gradebook2.

Grade Entry

Navigate to the correct row (Student) and column (Assignment) and enter/remove a valid grade value.

Required Assessment Entry

Required Assessments are shown to the right of existing Assignments. The column color is different for Required Assessments (**Yellow**) than for Assignments (**Tan**). Navigate to the correct row (Student) and column (Required Assessment) and enter/remove a valid assessment value. The horizontal scroll bar may be needed to navigate to the right to view Required Assessments.

VIEW/ENTER ATTENDANCE

To view or enter attendance, click on the **Attendance** button at the top of the screen. The valid school days for this class file are displayed at the top of each column.

To record the attendance for a specific student, navigate to the correct row (Student) and column (Date) and enter/remove a valid attendance code. When entering, a drop down list box will display the valid attendance codes for selection. When finished, click on the **Send Data** button in the lower left corner of the screen. The confirmation message **Data Received** is displayed when the data has been saved.

WGBA Operations (continued)

PERIOD CHOOSER

As with Gradebook2, user's can navigate to other Marking Period in this class file. Click on the **Period Chooser** icon at the top of your screen and select the desired Marking Period, followed by the **OKAY** button. The chosen Marking Period may be displayed in **View** mode depending on the class file or Pinnacle status.

SELECT CLASS - NAVIGATE TO ANOTHER CLASS FILE

To change class files, click on the **Select Class** button. From the class file list highlight the class file to be opened. Select to **View Grades** or **View Attendance**. The chosen class file may be displayed in **View** mode depending on the class file or Pinnacle status.

LOGOUT

When finished working with class files, click the **Logout** link in the upper-right corner of the screen. A Logout confirmation screen is displayed.

NEXT GRADEBOOK2 LOGON

The next time Gradebook2 opens a WGBA edited class file at school, the following security message is displayed: “**This class file has been modified by the WEB GB assistant, do you wish to accept the changes?**”. If these were authorized changes answer **Yes**, if **No** is selected the class file is placed in **View Only** mode. Contact your Gradebook2 Manager for resolution of un-authorized changes.

INFORMATION

WGBA only supports Assignment or Required Assessment grade value edits/entry and Attendance Code value edits/entry. WGBA does not display the calculated Subject, Interval, Period, Category, or Objective grades, Attendance totals, nor support edits to Assignments or Required Assessment definitions.

Error Codes

Due to the complexity of using an IP based application an extensive error list has been developed to point to the possible cause and a **Recommended Course of Action (RCA)**. Go back to login (F5) as an RCA is often automatic. The error code numbers range from zero to 120 (0-120).

Error Code	Error Message	Recommended Course of Action
0	WebInterface.exe cannot find Controller	Additional logon attempts will most likely fail.
4	Inactive Client - The controller timeout for clients was reached. [Send Data] more frequently.	1) Go back to login (F5) -or- 2) Check another web site to ensure your ISP is still working/connected 3) If continous, contact your Pinnacle Administrator based upon your schools/district policy. -or- [Send Data] more frequently.
5	Controller is Overloaded - Indicates that Controller may have too much traffic. Unlikely to be seen.	RCA: Prompts user to come back later - go back to login (F5).
8	PIP Not Connected - Pinnacle Administrator must restart PIP. Most likely: The teacher entered the wrong spelling for the school id.	1) Go back to login (F5). 2) If continous, contact your Pinnacle Administrator based upon your schools/district policy.
9	Robograde2 is Overloaded	Go back to login (F5).
10	Gradebook Server Overload -Seen at login time when the Gradebook Server component of a PIP is either not running or over-taxed.	Go back to login (F5).
13	Either incorrect Teacher ID or Password	Go back to login (F5).
14	Database Connect error - Usually seen at login time. May indicate a problem with Gradebook Server database connection.	Go back to login (F5).
15	No Class Files Found - Usually seen at login time. May indicate a problem with Gradebook Server or simply that the teacher has no class files.	Go back to login (F5).
16	Database/Required Assessments error - Usually seen at login time. May indicate a problem with Database and Reading Assessments. Basically, like the above, indicates a setup problem with the teacher, class file, or assessment information.	Go back to login (F5).
17	Incorrect Web Component/Version - Usually seen at login time.	Visit your schools Web site and obtain latest version of WGBA; then go back to login.
23	Gradelist Robograde2 error.	A single attempt to reenter the class file can be tried, if it also fails, from school check for inconsistancies in the class file.
33	Attendance Robograde2 error.	A single attempt to reenter the class file can be tried, if it also fails, from school check for inconsistancies in the class file.
41	Grade Change, No Class File error	Go back to login (F5).
43	Grade Change, Robograde2 error - Indicates a problem reading the data file on the server.	Contact Pinnacle Administrator about this error. Please make note of any grade changes made since last successful [Send Data], since it appears your grade change was not accepted by the system.

Error Codes (continued)

Error Code	Error Message	Recommended Course of Action
44	Grade Change, error - Robograde2 can't find the assignment description in the class file and cannot merge grade data.	Please make note of any grade changes made since last successful [Send Data] since it appears your grade change was not accepted by the system.
51 52 53 54	ATTENDCHANGE_NOCLASSFILE ATTENDCHANGE_DATAFILE ATTENDCHANGE_ROBO ERROR_ATTENDCHANGE - date missing	Contact Pinnacle Administrator about this error. Please make note of any attendance changes made since last successful [Send Data], since it appears your attendance change was not accepted by the system.
61 62 63 64	ASSIGNMENTCHANGE_NOCLASSFILE ASSIGNMENTCHANGE_DATAFILE ASSIGNMENTCHANGE_ROBO ERROR_ASSIGNMENTCHANGE	Contact Pinnacle Administrator about this error. Please make note of any assignment changes made since last successful [Send Data], since it appears your assignment change was not accepted by the system.
69	Error number (69) is specific and relates directly to an invalid special character sequence or a character combination in the chosen class: Invalid Characters - Indicates that the invalid combination of "quote comma" (",") exists in the class file.	WGBA does not allow this combination of characters; using Gradebook2 from school, remove the quote comma from the class file before attempting to reopen using WGBA. WGBA does not support the use of any special characters; only keyboard characters can be used. This applies to all attributes of any given assignment (LGBP, MOG, etc.) and to those attribute descriptions used within WGBA or Gradebook2.
71	Gradebook Server not running error - Seen at login time. Indicates that the Gradebook Server is not running or is paused.	Pinnacle Administrator must start, or unpaue, Gradebook Server before WGBA can function.
81	Database Class Number/Teacher ID error - The Pinnacle database indicates that the specified class number belongs to a different Teacher ID	Contact your Pinnacle Administrator
83	Class in use error - Indicates that Gradebook2 is using the class file.	Return to choose a different class from the classlist.
98	No Active Students error - Indicates that Flash sent either the Gradelist or Attendancelist with no active students.	Use Gradebook2 and perform Roster Update to add active students.
111	Down for Maintenance error	Try again later.

Other possible errors are extremely unlikely. If presented with an error not identified, make a note of the error number and the message. Please, send this information to your Pinnacle Administrator.