

SCHOOLWORKS: TEACHER

by

SchoolWorks Associates

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Use with AppleWorks[™]

K-12 MicroMedia Publishing, Inc.

Apple

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Thank you for purchasing SchoolWorks. You will shortly find that you have bought an extremely useful program. You will wonder how you ever did without it. Besides the SchoolWorks: Teacher, the other two programs in this group are:

OFFICE containing:

Administrative Evaluations Announcements Bidlists Daily Bulletin Faculty IRS Form Ledger Accounts Library Machine Inventory Monthly Calendar MultiMemo Night Classes Period Lunch Phone Message Phone Numbers Purchase Orders Room Use Salary Budget Schedules School Menus Staff Evaluation Student Records Syllabus

AND MORE . . . !

ATHLETIC DIRECTOR containing:

Athletes Baseball Package Basketball Games Club Roster Football Inventory Gymnastics Membership Cards Number Tickets Season Tickets Sport Roster Swimming Trainer's Report

AND MORE . . . !

PREFACE

Welcome to the world of SchoolWorks. This program was designed to work with AppleWorks and to make life easier for you - THE PRINCIPAL, THE TEACHER, SCHOOL SECRETARY, AND ATHLETIC DIRECTOR. Over 100 useful ideas are designed on screen for beginning as well as experienced AppleWorks users. With SchoolWorks, your school will discover dozens of new uses for the Apple computer and promote a cooperative and creative community within your school.

LICENSING

The SchoolWorks programs are protected by the United States copyright laws. It is illegal to make copies for resale or to give away. However, the disks you receive are deliberately unprotected. You may make unlimited copies for use in your own school building only. We believe that a significant value of SchoolWorks lies in using it throughout the school so that common information can be shared easily.

GENERAL INFORMATION

SchoolWorks was created by elementary and secondary classroom teachers who have been computer coordinators, adult-ed and teacher inservice instructors, computer programmers and workshop presenters, who have written many articles for InCider Magazine.

The SchoolWorks templates are prepared forms to use in the School setting with AppleWorks. Please READ YOUR MANUAL and use the Apple Presents AppleWorks program to familiarize yourself with AppleWorks if you are not already familiar with that program.

A documentation file (named with the letters DOC) for each template is included on the same disk side as the template. It is recommended that you print out the documentation before working with the template. Or you could load both onto the Desktop and toggle between them (using Apple Q).

You may not save any time using some templates the first time around, but if you keep track of the same book, room supplies, club students, uniforms, student information, etc. again and again, you'll find it easy to type information once and then change, update and manipulate it the next time.

EQUIPMENT

Although AppleWorks and SchoolWorks can be used with the standard Apple II, the ideal setup would include a IIc, IIe or GS with extended memory (128K or more). THERE ARE SOME TEMPLATES FOR WHICH YOU MUST HAVE EXTENDED MEMORY AVAILABLE IN ORDER TO LOAD THEM ONTO THE DESKTOP. Extra memory would also allow the user to have several templates — a calendar, notes, grades, a test or letter-inprogress, and a sales spreadsheet — "on the Desktop" at the same time.

Extra memory beyond 256K would eliminate much of AppleWorks' time-consuming disk accessing.

Similarly, Appleworks can work with one disk drive, but you really cannot completely utilize its power until you have two disk drives or a hard disk.

Of course, a printer is a necessity for making hard copies of the documentation, your progress, and completed work.

To use the template with your own information you must load the SchoolWorks file into AppleWorks, make your additions and changes, and then save the file on YOUR OWN DATA DISK. YOU CANNOT SUCCESSFULLY SAVE THE FILE BACK ONTO ORIGINAL SCHOOLWORKS DISKS.

REPLACEMENT POLICY

K-12 MicroMedia Publishing Inc. guarantees its software. If your disk does not boot up when you receive it, return it for a free replacement disk. Should you damage your SCHOOLWORKS disk you can obtain a new one by sending \$8.00 to cover shipping and handling (no purchase orders, please) to K-12 MicroMedia Publishing Inc., 6 Arrow Road, Ramsey, New Jersey 07446.

BASIC INSTRUCTIONS:

STARTING UP (USING 2 DISK DRIVES):

- 1. Insert Startup side of AppleWorks in Drive 1. Turn on the machine.
- 2. Insert Program side of AppleWorks in Drive 1. Hit Return.
- 3. Enter the day's date as requested and hit Return.
- 4. Main menu will appear on the screen.
- 5. Put SchoolWorks disk into Drive 2.
- 6. Highlight (using arrows) ADD FILES TO DESKTOP. Hit Return.
- 7. Highlight (using arrows) THE CURRENT DISK. Hit Return.
- 8. Now Highlight (using arrows) the SchoolWorks file you want to work with. Hit Return.

STARTING UP (USING 1 DISK DRIVE):

- 1. Insert Startup side of AppleWorks in Drive 1. Turn on the machine.
- 2. Insert Program side of AppleWorks in Drive 1. Hit Return.
- 3. Enter the day's date as requested and hit Return.
- 4. Main Menu will appear on the screen.
- 5. Highlight (using arrows) ADD FILES TO DESKTOP. Hit Return.
- 6. Highlight (using arrows) THE CURRENT DISK. Hit Return.
- 7. Put SchoolWorks disk into Drive 1. Hit Return.
- 8. Now Highlight (using arrows) the SchoolWorks file you want to work with. Hit Return.
- 9. Put AppleWorks Program disk into Drive 1. Hit Return.

SWITCHING TO A FILE ALREADY IN MEMORY (ALREADY LOADED):

- 1. Use Apple-Q, highlight the file you want to work with.
- 2. Hit return.

STARTING A NEW FILE:

- 1. Highlight (Using the arrows) ADD FILES TO DESKTOP. Hit Return.
- 2. Highlight WORD PROCESSOR, DATA BASE OR SPREADSHEET. Hit Return.
- 3. Highlight the file you want to work with. Hit Return.

TO SAVE:

- 1. Make sure your data disk is in the drive.
- 2. Hold down the **Apple Key** and then tap the letter S. If you have only 1 disk drive, switch disks when the program tells you.

TO PRINT

All of the print formats have been successfully used with Epson or Epson compatible printers. Make appropriate changes in Other Activities under Printer Specification to suit your own print setup. Some templates require extra printing capabilities to use expanded or compressed print and underlining, and not all printers have these capabilities.

- 1. MAKE SURE THE PAPER IS IN THE CORRECT POSITION, THEN TURN THE PRINTER ON.
- 2. HOLD DOWN THE APPLE KEY AND THE LETTER P.
- 3. HIGHLIGHT FROM THE BEGINNING FROM THE WORD PROCESSOR. HIT RETURN. HIGHLIGHT ALL FROM THE SPREADSHEET. HIT RETURN. IN THE DATA BASE CHOOSE A PRINT FORMAT, HIT RETURN. HIT APPLE-P.
- 4. HIGHLIGHT YOUR TYPE OF PRINTER. HIT RETURN. PUT IN THE DAY'S DATE IF ASKED (SPREADSHEET OR DATA BASE).
- 5. INPUT THE CORRECT NUMBER OF COPIES. HIT RETURN.

TO RENAME A FILE ON THE DESKTOP

- 1. APPLE-N
- 2. APPLE-Y TO GET RID OF THE OLD FILE NAME
- 3. TYPE IN THE NEW NAME. HIT RETURN

TO QUIT

- 1. HIT THE ESCAPE KEY TO RETURN TO THE MAIN MENU
- 2. HIGHLIGHT QUIT

TIME-SAVING HINTS

- Encourage making AppleWorks and SchoolWorks a standard in your school so that you can pass the personalized templates that handle student data to another teacher or administrator in your building and others can do the same for you.
- 2. Once a data base or spreadsheet template is set up with appropriate protection (use Apple-L and Apple-V for the spreadsheet), an aide, parent, volunteer or student can often safely enter data without having to know everything about AppleWorks.
- 3. Print to the screen in the data base to test your layout before trying it on the printer.
- 4. Use the right arrow to choose several files at a time to load, save or remove from the desktop.
- 5. Use the arrows in the spreadsheet to enter data instead of the RETURN key.
- 6. Use Apple-(1 to 9) to jump to different sections of your template.
- 7. Although you can use Apple-O plus other commands to set up underlining and boldfacing, using Control-L and Control-B is much faster.
- 8. If you press Apple-? while in the Main Menu, you will see some handy commands not listed in the other Apple-? screens:
 - 1. Apple-E (special editing with strike over)
 - 2. Apple-Y or Control-Y (delete to end of line)
 - 3. Apple-H (dump contents of screen to printer)
 - 4. Apple-Q (switch to other programs on desktop)
- 9. Use Apple-Arrows to skip through a line or to jump around on a page.
- 10. Reuse personalized templates from year to year; only replace information that has changed.

- 11. Always rename any template you plan to use and save it under that new name on your own disk. That way the original will always be as it is described in this manual and ready for another personalized application later.
- 12. Always make backups of data disks and store them in a container and location separate from the originals.
- 13. Secretaries, athletic directors and teachers should load several templates onto the "Desktop" in the morning, then use Apple-Q to switch from one to another as needed. A secretary or athletic director might load MULTIMEMO, PHONENUMBERS, PHONEMESSAGES and CALENDAR, while a teacher might want GRADEBOOK, CALENDAR and OUTLINE.

WORD PROCESSING ADVICE

- 1. MAKE SURE THE CAPS LOCK KEY IS UP (OTHERWISE IT'S ALL IN CAPS).
- 2. LOOK FOR THE CURSOR THAT SHOWS YOU WHERE YOU ARE IN THE FILE.
- 3. USE THE ARROW KEYS TO MOVE AROUND INSIDE YOUR FILE.
- 4. TO DELETE, GET TO THE RIGHT OF THE WORD OR SPACE THEN USE THE DELETE KEY.
- 5. WHEN TYPING PARAGRAPHS, HIT THE RETURN KEY ONLY WHEN THE PARAGRAPH IS FINISHED.
- 6. Don't use original templates; rename using Apple-N and save on your disk.
- 7. Make backups of personalized templates.
- 8. Use SchoolWorks to practice AppleWorks skills in moving, finding, replacing, etc.
- 9. Delete sample data included with the templates with Apple-D and highlighting.

DATA BASE ADVICE

- 1. MAKE SURE THE CAPS LOCK KEY IS UP (OTHERWISE IT'S ALL IN CAPS).
- 2. USE THE ARROW KEYS TO MOVE AROUND INSIDE YOUR FILE.
- 3. TO DELETE, GET TO THE RIGHT OF THE WORD OR SPACE, THEN USE THE DELETE KEY.
- 4. IF YOU HEAR A BEEPING, HITTING RETURN WILL PROBABLY HELP.
- 5. USE APPLE-Y TO DELETE TO THE END OF THE LINE.
- 6. USE APPLE-Z TO SWITCH BETWEEN SINGLE RECORD AND MULTIPLE RECORD LAYOUT.
- 7. IN MULTIPLE RECORD LAYOUT, USE APPLE-" TO COPY THE INFO IN THE CATEGORY DIRECTLY ABOVE THE CURSOR.
- 8. If you add or delete categories, you lose all of the current print formats. Rename categories if possible when altering the templates. If it is necessary to add or delete categories, print hard copies of format screens using Apple-H to help reconstruct print formats later.
- 9. Don't use original templates; rename using Apple-N and save on your data disk.
- 10. Test print formats by printing to screen and printer before changing or using.
- 11. Make backups of personalized templates.
- 12. Use SchoolWorks to practice AppleWorks skills in sorting, moving, finding, replacing, etc.
- 13. Delete sample data included with the templates with Apple-D and highlighting.
- 14. You cannot delete all records in a file. Make or leave a blank record at the top.
- 15. Use Apple-L to rearrange categories when you are zoomed out so that the ones that are most important are displayed on the screen.

SPREADSHEET ADVICE

- 1. MAKE SURE THE CAPS LOCK KEY IS UP (OTHERWISE IT'S ALL IN CAPS).
- 2. LOOK FOR THE CURSOR THAT SHOWS YOU WHERE YOU ARE IN THE FILE.
- 3. USE THE ARROW KEYS TO MOVE AROUND INSIDE YOUR FILE.
- 4. TO DELETE, GET TO THE RIGHT OF THE WORD OR SPACE. THEN USE THE DELETE KEY.
- 5. IF YOU HEAR A BEEPING, PRESS RETURN.
- 6. IF YOU WANT TO PUT IN A DATE LIKE 1-12-86 or 1/12/86 START WITH A SHIFT-"
- 7. START ALL FORMULAS WITH @
- 8. SAMPLES OF USEFUL COMMANDS ARE:

THE ... SETS UP A RANGE

@SUM(A1...A18) @AVG(A1...A18) @MAX(A1...A18) @MIN(A1...A18) @COUNT(A1...A18)

- 9. IF YOU WANT TO ADD OR SUBTRACT SPECIFIC CELLS, START WITH AND END WITH PARENTHESIS. EXAMPLE: (A1+B1-C1)
- 10. Don't use original templates; rename using Apple-N and save on your data disk.
- 11. Test print options by printing to printer before changing or using.
- 12. If you hear a beeping, try hitting RETURN.
- 13. Make backups of personalized templates.
- 14. Use SchoolWorks to practice AppleWorks skills in sorting, moving, finding, etc.
- 15. Delete sample data included with the templates with Apple-B(lank) and highlighting.

DISK CONTENTS

SCHOOLWORKS: TEACHER Side 1

This is an alphabetical listing. On your disk, the word processing files will appear first, in alphabetical order; then the data base files; followed by the spread-sheet files.

ADDRESSES,

data base

Keep track and sort personal address files, Christmas card lists, client lists, employee lists. Make mail labels, mailmerge addresses and letters if you own a mail merge program.

File: AUL	RESSES	REVIEW ADD/CHAP	IVE	Escape:	Main Menu
Selection	all records				
\$\$F1RST	\$\$LAST	SESTREET	\$\$CITY		TE \$\$21P
- Donn Noe I Rona I d	Joeh Newyear Reagan	1516 E. Street. RR 4 1400 Penn. Ave	- Big City North Pole Washington	IN IN DC	- 47700 44444 00001
		cnds			

File: BIBLIOGRA		REVIEW/ADD/CHANG		scape: Main Me
AUTHOR	TITLE	PUBL I SHER-CITY	PUBLISHER-CO.	PUB. DATE
Pletcher, Larry Twain, Mark.	Saturn and Its A Connecticut Y	Syracuse: New York:	Turkey Creek, Harcourt, Brace	1986. 1986.
Type entry or us	ee 3 or cmds			a-? for Help

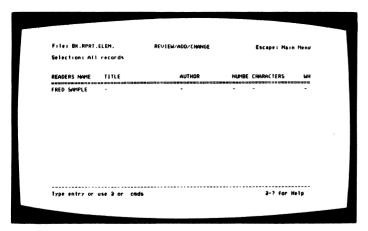
BIBLIOGRAPHY, data base

This data base and its companion word processing file WP BIB are designed to be used for storing research information, printing out source cards, note cards and a bibliography.

BK.RPRT. SECOND, data base

Have high school students record their ratings for books so that other student can search for the type of book they'd like to read.

FILE: BK.RPRT.SECOND	REVIEW	ADD/CHANGE	Esca	pes Main Menu
Selection: All records				
TITLE	AUTHOR	KIND	THEME	RAT ING
FOR WHON THE BELL TOLLS	STEINBECK	FICTION	-	
	nds			



BK.RPRT.ELEM, data base

This is a very simple data base for use with lower elementary students. By using it to store their book reports, you can teach them to use a data base.

DISKETTE FILES,

data base

Enter information about the programs on your diskettes. You can then sort and make printouts to help you find a specific type or types of programs quickly.

election: All record	is.						
Rogram Name	TYPE	SUBJECT		NAME	QUAL I T		ι
	-	-	-	-	-	-	-
lourney	Game	Adventure	10	-	Very G		1
	CAI	Language Arts	2	-	Very G		8
ime Tracker	Game	Language Arts	5	-	Good		-
	Utility	Programming	5	-		3.3 & Pro	
pple Presents Apple		Computer use		-	Excell		8
hppleWarks	Integrated	Business	8	Apple	EXcell	Pr 0005	-
		· · · · · · · · · · · · · · · · · · ·					

GENEALOGY,

data base

Keep track of family records. The real benefit of having your family records in a data base is that you can arrange the categories any way you want. For example, you

File: GENEALOGY			EVIE	4/HUU/	Change			scape: Main Menu
Selection: All	r ec or ds							
LAST, Ist, MID	BIRTH S	HOSPITA	BIRT	DEATH	FATHER	SPOUSE	ADDRES	S CITY, STATE, 21
-	-	-		-	-	-	-	-
Sample, Fred	Indiana	-	1934	-	Manny	-	Box 4	Paris, IN
Sample, Sally	Indiana	-	1944	-	Kayle	-	Box 55	Salem, OH
Sample, Sam	Indiana	-	1923	-	Layton	-	Box 35	Tyner, IN
Sample, Nelly	Indiana	-	1974	-	Hasvil	-	RR 3	Bedford, IN
Sample, Don	Ohio	-	1954	-	Same	-	Box 10	0 Concord, IN
Testor, Dori	Ohio	-	1934	-	Joe	-	RR 5	Dayton, OH
lestor, Rick	Ohio	-	1945	-	Jin	-	RR 1	Dalton, OH
Testor, Nancy	Kentuck	-	1965	-	Jonath	-	RR 3	Brazil, IN
Testor, Sue	Kentuck	-	1974	-	Hal	-	Box 42	2 Peru, IN
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-		
•	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	
Type entry or u				•••••				a-? for Help

may want to sort out all the relatives who have college degrees, who have lived in California, or who have the same first name. You also may want to arrange relatives in chronological order by birthday or to sort out families and create mailing labels for a family reunion.

		POINTS		M/ADD.			lakani	Escape	I Main Me
361 COUR	SE-	DATE	PERIO	ID-			v-nL		
381					TEST				
391			ENTS						
401					2 6	10			
411			IRADE AVE						
421 NO		NAME							
431 1		BART, KEN	01.3			78			
441 2		JONES, KIM	83.7		88	89			
401 3			0.0						
471 5			0.0						
481 6			0.0						
491 7			0.0						
501 8			0.0						
511 9			0.0						
521 1			0.0						
531 1			0.0						
E431 (Va		55							

GRADE POINTS,

spreadsheet

Keep running grade averages using a weighted grading system. Your computer must have extended memory to use this template.

GRADESHEET,

spreadsheet

Record, calculate and report students' grades for the teacher who uses total points. Total points are added up, a percentage grade is computed, and room is given for the

11	CLASSNAME				•	AUGS		
21	IST GRADING	PERIOD		ATE:		29		
31				TPE :		QUI H		
41	NAMES	PUSSIBLE:	45				25	
SIABS			TIL.					
61	STUDENT 1		42	93		19	23	
21	STUDENT		36	80			18	
81	STUDENT		34	76			17	
91	STUDENT		30	67			14	
101	STUDENT		35		C+	15	20	
111	STUDENT		37	82		16	21	
121	STUDENT		34	76			17	
131	STUDENT		36	60		18	10	
141	STUDENT		38	84		19	19	
151	STUDENT		39 32	87		20	19	
	STUDENT				8-		17	
171	STUDENT		35 38		C+	18	21	
101	STUDENT		30	- 64			41	

teacher to put in a letter grade. The template is set up to handle a large number of students (35) with a large number of grades (70+ per student).

INVENTORY,

spreadsheet

Keep track of the number of textbooks uniforms, desks, bookstore supplies, etc.

INVENTORY ONE,

spreadsheet

Keep track of book, uniform and other equipment rentals.

LESSON PLANS,

data base

This data base is designed to allow organizing by subject; it also permits printing a daily schedule.

_		VENTORY			REVIEW/ADD/C					Hain P	
- 11		K ND.				,					
21						CATAL OB		TOTAL ON	1 7074	INDER	
	NO.		ITEM			INUMBER	1		INEEDED		RDER
51							-i				
61	1	ADVENTURES	IN REAL	DING	INBJ	INBJ 15	i	127	I 183	ni i	56
71	2	CONSTRUCT	PAPER AS	SSORT	IOREGAN NILL	I CP 358	1	2	1 10)1	8
81	3	ISCOPE ANTH	0L0GY 9		I SCHOLAST I C	16456	٠	51	1 72	21	21
91		13H DISKETT	ES		134	100343	۱	150	1 200		50
101	5				1	1	1			1	0
111	6				•	1	1		1	•	0
121	7					1	1			1	0
131					!	!					0
141	9					!	1			!	0
141	11						1			1	ů.
171							.:				
181							1	330	46		135
		•			•	·					

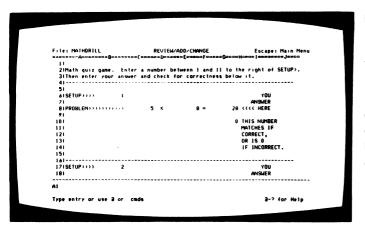
	LESSON PLA	N		REVIEW/ADD/CHANGE	Escape: Main Menu
3e I ec t	ioni All r	ecords			
DAY	SUBJECT	TIME		PLANS	
1-HON	ENGL I SH	8:00	AH	-	
1-MON		8:40		-	
1-HON		9:10			
1-MON				•	
1-HON	HISTORY	10:45	AM	-	
1-MON		11:30	AM	-	
1-HON		12:00	PH		
I-HON	MATH	1:00	PH	-	
I-HON	ST. HALL	2:00	PH	-	
I-HON	HEALTH	2:30	PH	-	
2-TUE	ENOL 1 SH	8:00	AH	-	
2-TUE	SCIENCE	8:40	AM	-	
2-TUE	MUSIC	9:10	AM		
2-TUE	READING	9:45	AM	-	
2-THE	HISTORY	10:45	AM	-	

LIFE LIST,

data base

Keep track of animal sightings and dates of sightings.

CATBINO AMINAL CHORDATA AVES COLUMBI HIMIDA DUMETEL CARDLINE IPED RED-BACKED SALA AMINAL CHORDATA AMPHIBI CAUDATA AMPHIU PLETMOD CINEREUS IPED COPPENITAD AMINAL CHORDATA APPTILI SERPENT COLLOR LAMPROP DULIATA IP74 HILK GWAKE AMINA CHORDATA REFTILI SERPENT COLUBR LAMPROP DULIATA IP74 GREAT BULE HERR AMINAL CHORDATA AVES CILCUNI ARDEIDA DAREA HERDOIAS IP71 MERICAM GUIDI AMINAL CHORDATA AVES CILCUNI ARDEIDA DAREA HERDOIAS IP71 MERICAM GUIDI AMINAL CHORDATA AVES CILCUNI SENIS TINISI STISTUS TISTUS 1971 MESTERN RATTLER AMINAL CHORDATA REPTILI SERPENI CROTAL CROTALU VIRIDIS 1983	Common name	Kinado	Phyla	CLASS	Order	Family	Genus	Species	Date
RED-BACKED SALA ANIINAL CHORDATA AMPHIBI CAUDATA AMPHIU PLETMOD CINEREUS 1900 Copperaton aniinal chordata Reptili Serpent Conlar, Galtar Stato Cantore 1941 Hilk Gwake aniina chordata Reptili Serpent Colure Lamprod Duliata 1974 Cedar Mavaling Aniinal Chordata Reptili Serpent Colure Lamprod Duliata 1974 Great Blue Herr Aniinal Chordata Aves cilcunii Ardeia Adres Herdolas 1971 American Gulto I Aniinal Chordata Aves cilcunii Sensi Sensi Stato I Santa 1984 American Golfo I Aniinal Chordata Aves cilcunii Sensi Sing Sensi Sensi Sing Sing Sensi Sen									
COPPENHAND ANIMAL CHORDATA REFTILI SERPENT CROTAL AGKISTE CONTORTE 194 Hilk Gwake Anima Chordata Reftili Serpent Collibe Lamprod Dollata 1974 Cedar Maximis Animal Chordata Aves Collimbi Bombyc Bombyci Garrulus 1983 Great Blue Herr Animal Chordata Aves Cicanii Ardeio Adrea Herdaias 1971 American Goldi Animal Chordata Aves Cicanii Ardeio Adrea Herdaias 1971									
MILK SWAKE ANIMA CHORDATA REPTILISERPENT COLUBE LAMPROP DOLIATA 1970 CECAR MANAING ANIMAL CHORDATA AVES CILLONIS BOMPT BOMPTC SARALLOS GREAT BLUE HERR ANIMAL CHORDATA AVES CILCONIS ARDEIA ADREA HERDOIAS 1971 AMERICAM GOLFI ANIMAL CHORDATA AVES COLUBGI FINISI SPINIS TRISTUS 1971									
CEDAR MAXMING ANIMAL CHORDATA AVES COLUMBI BOMBYC BOMBYCI DARRULUS 1993 Great Blue Herr Animal Chordata Aves ciconii Ardeld Adrea Herodias 1971 American Goldfi Animal Chordata Aves cicumbi Fringi Spinus Tristus 1971									
GREAT BLUE HERR ANIMAL CHORDATA AVES CICONII ARDEID ADREA HERODIAS 1971 AMERICAN GOLDFI ANIMAL CHORDATA AVES COLUMBI FRINGI SPINUS TRISTUS 1971									
AMERICAN GOLDFI ANIMAL CHORDATA AVES COLUMBI FRINGI SPINUS TRISTUS 1971									
MESTENN NYITLEK ANINAL CHONOATA REPTILI SERPENI CROTAL CROTALU VIRIDIS 1983									
Type entry or use 2 or cmds 2-? for Help								2.2.4	



E. I.A. 1 166 1 16

MATHDRILL,

spreadsheet

This spreadsheet is designed to be used in the classroom for the drilling of the four basic math operations.

OUTLINE,

word processor

For setting up an outline of a medium size writing assignment. May help students using a word processor to organize their thoughts and not have to worry about all the

- File:
 OUTLINE
 REVIEW/ADD/CHANNEE
 Excape: Main Menu

 HII.
 A.
 1.
 2.

 J.
 3.
 3.

 B.
 1.
 2.

 J.
 3.
 3.

 D.
 D.
 3.

 D.
 D.
 3.

 D.
 D.
 D.

 D.
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 D.
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 D.

 D.
 D.
 D.</
- formatting involved with an outline.

PROGRESS REPORT, data base

Make up and hand out progress reports in half the time. Since you can type faster than you can write, you might even have time to give encouraging reports to every-

File: PROGRESS				1	NE VI	EW/ADD/C	THUSE			Escape		
Selections All	rec	or ds										
Last Name Firs						Subject	Progress	Tea	cher		Cou	nse i
-	-	•	-			-	-	-			-	
Testor, Mary L			Jul				Normal			Robbin		
Checker, Chub Testor, Mary L			Jul Jul			Lit	Normal Normal			Robbin		
Nance, Betty			Jul				Normal			Robbin		
Pride, Samuel			Jul				Super					
James, Tammy		8.	Jul			Lit	Normal			Robbin		
Type entry or	 /5 †	2 or								a -?	for	Hel

one in your class, not only to those who are in jeopardy of failing.

RECIPES,

data base

Keep, store, sort and print recipes in a home economics class.

SPEC. ED. LIST,

data base

This template is for the Special Ed. teacher who must keep in frequent contact with the other teachers and parents of his/her students. Have your report form already duplicated and

	LIST	REVIEW	ADD/CH	ANGE		Escape: Main	Menu	
Selection: All records								
LAST NAME	STUDENT	TEACHER	PERIOD			PARENTS		
STUDENT STUDENT STUDENT	Jae Jae Jae	MR. ROBBINS MR6, SHITH MR. ROBERTS	1	ist ist		Donny and Marie - -		
ype entry or	use 3 or c	nds.				∂-? for Hi	1p	

simply attach labels at the top that list the other teacher, the class, and the period. Make mailing labels for reports sent home. Make reference lists of students and their classes.

This file would also be useful for counselors who must track the progress of problem or special students throughout the school year.

STATES,

c

data base

This data base was designed to be used with students learning about the United States.

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STUDENT INTEREST, data base

This data base has been used to help students see how a data base works.

SCHOOLWORKS: TEACHER Side 2

ATTENDANCE,

spreadsheet

You can quickly and easily keep track of attendance in your class or classes. This template could also be used to keep track of daily participation.

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BAR GRAPH,

spreadsheet

Make a simple bar graph to illustrate lessons in your classroom or to present information to committees.

BOOK ADOPT,

data base

This template is used to assist your staff in the selection of textbooks. Items may be scored. Categories have been make to store comments as well.

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CALCULATOR,

spreadsheet

Load CALCULA-TOR along with your normal templates and use Apple-Q to switch to it when you need to do some quick figuring.

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ESSAY TEST,

data base

You can make and store essay test questions in a data base file and then go in and number or renumber the ones you want for a particular test. The printout will already include

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up to 7 lines where the students can write their answers.

ESSAY TEST 2, data base

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ESSAY TST2 LINE,

word processor

Like the template ESSAY TEST, you can make and store essay test questions in a data base file and then go in and number or renumber the ones you want for a particular test.

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Blank lines for student answers, however, are not included. You will print the test first to the Clipboard, then put that information in the word processor so that you can add whatever number of lines you wish (ESSAY TST2 LINE is a word processing template of double spaced lines which you can copy to the clipboard and then copy repeatedly to the test to avoid having to type all those empty lines!).

MATCHING,

data base

You can make and store matching questions in a data base file and then go in and number or renumber the ones you want for a particular test. The printout will

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format the questions, allow a place for the student's answer, allow a place for instructions, classname, date, and the student's name. The statements with blanks and the answers can be printed on separate sheets and then taped together, or the paper can be reversed in the printer and the answers can be directly printed on the same sheet, ditto, stencil, etc. The template is already set up to handle up to fifty questions and answers.

MULT CHOICE,

data base

You can make and store multiple choice test questions in a data base file and then go in and number or renumber the ones you want for a particular test. The printout will

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Record 2 of 6		
_11.	W WORLD, WHAT WERE THE NAMES	

format the questions, allow a place for the student answer, allow a place for instructions, classname, date, and the student's name.

OUTLINE PRCSSR1, data base

With this outline processor you can quickly make an outline and rearrange your points as you go along by simply renumbering the statement and sorting. Great for

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2.3	EVIDENCE 2		
	try or use 2 or cmd		2-? for Help

thinking, processing and rearranging without the formatting and movecommands in the word processor. Right now the Outline Processor contains the structure of a five paragraph essay. Your students can use this template (or your edited version of it) to help organize those papers you assign them.

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QUICKGRADER,

spreadsheet

The template can be a substitute for a term grade calculator if you use percentages for scores and then weight them.

RAW. PERCENTAGE.

spreadsheet

You can quickly calculate and print out the percentage value of raw scores from tests and projects. Or you can throw out the top score before you print to create a simple "curve."

RE/	DING	; LIST,
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data base

Keep your own reading list to hand out to students on any grade level. Most of the information can be gained from books, book reports and educational magazines, then

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typed in by students or yourself.

REPORTPOINT,

data base

This template produces progress reports for those keeping their grades on the GRADEPOINTS spreadsheet template. It will allow you to put all of the names, averages, and up

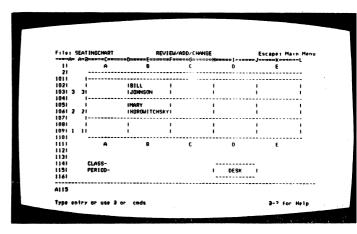
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to ten grades per student from a class on your spreadsheet and transfer them to a data base for printing out.

SEATINGCHART,

spreadsheet

Type names into the blank template to make printouts that will help you keep track of seating for all classes and study halls. It will hold up to 360 names if first and last names are



needed and only one student is seated at a station (desk or table location). If only last names are needed and students are seated on both sides of a table, 720 names are possible. Since you only print the portion of the chart you need, it eliminates having to draw up different boxes and charts when you have different sized rooms during the day. It is also much easier to add, delete or change seating when you need to.

SEMESTER AVERAGES,

spreadsheet

Use the template to figure percentages for six-weeks or semester grades. If the examples do not suit your breakdown of weights for the different categories,

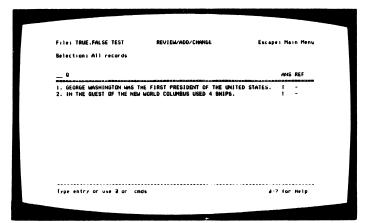
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change the formula in the last cell of the "grade averages" row.

TRUE.FALSE TEST,

data base

You can make and store true/ false test questions in a data base file and then go in and number or renumber the ones you want for a particular test. The printout will



format the questions, allow a place for the student answer, allow a place for instructions, classname, date, and the student's name.

OTHER RECOMMENDED APPLEWORKS ACCESSORIES

FontWorks (SoftWare Touch) Add flair to your AppleWorks printouts with these 15 attractive type styles. You can even print sideways and customize type faces. \$49.95

FontWorks Font Disk 25 new fonts for use with FontWorks \$29.95

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