CLARITY

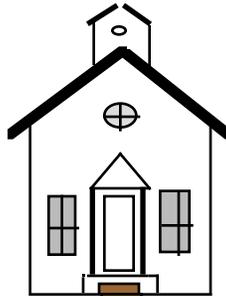## CLASSROOM MANAGEMENT AND PERFORMANCE ASSESSMENT
V. 1.0

for the
Apple® eMate and Newton® 2000 Series MessagePads

"Designed for Teachers and the Work They Do"

CLARITY

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Clarity Educational Products

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Clarity Overview

Clarity is designed for teachers who work in interactive classrooms where a wide variety of assessments are needed. It also is for the teacher who needs or wants to use technology for management tasks but is always on the move. It is designed for mobile computers which are hand held, light weight, and capable of operating on easy to obtain batteries as well as house hold current. <u>Mobile computers</u> cut the cord allowing teachers maximum freedom with technology while doing a number of basic tasks.

Teachers who need to grade papers and enter scores at home, on the go, or who need to write notes to parents wherever they are can do so with Clarity. Because mobile computing makes sense for busy teachers, this management program is designed for you.

So, if you are at the market buying pumpkins for your class and need to keep a record of your expenses, or grading speeches in the auditorium, see how Clarity can help you design your own way of working. Oh, by the way. Clarity prints a failing list for you so the coach always knows who is eligible.

Teachers can use Clarity to do the following tasks:

Write Lesson Plans
Duplicate Lesson Plans and Link to Other Same Subject Classes
Design Numerical and Performance Based Assessments
Enter Student and Class Data
Keep Expense Records Associated with Lessons

Record Class Attendance
Enter Numerical Scores
Evaluate Students on Performance Tasks
Record Notes Linked to Individual Students or Classes
Prepare Notes for Parents

Print Attendance Reports
Print Numerical Grade Summaries
Print Individual Reports of Both Numerical and Performance Assessment
Print Lesson Plans
Print Expense Reports
Print Failing Lists

Quick Steps to Getting Started

<u>Getting Started</u>
1. If this is your first time to use an eMate or MessagePad, refer to your owners manual for details of operation.
2. Installation of Clarity (See manual for your computer.)

    <u>Preparation</u>
1. Enter Class Information with Class Tab
2 Enter Student Information with Student Tab
3. Enter Lesson Information, Expenses, and Evaluations in Lessons Tab

    <u>Use Information</u>
1. Evaluate students using the Evaluation Tab
2. Create Notes and Link to Student or Class

    <u>Reports</u>
1.Choose Report Type and Link to Class or Student
2. Print Reports
3. Print Notes for Parents

    <u>Printing Procedures</u>
1. Check your computer owners manual for directions on linking to the printer.
2. Select the report or item you wish to print.
3. Tap the Envelope icon.
4.   Select Print (name of item).
5.   Choose Print Now.

<u>Fax and Beaming</u>
   At the present time, Clarity 1.0 does not support these options.

Equipment Requirements for Clarity 1.0

Apple eMate or Apple MessagePad 2000 Series Computers
Appropriate Printer
Installation Software (Comes with MessagePad or eMate.)

*NOTE: to install Clarity on the eMate or MessagePad, access to a desktop computer is required. The eMate and MessagePad products include installation software for either Apple Desktop or Windows machines. See owners manual for directions.

Installing Clarity

Clarity should be installed following the installation procedures which accompany your eMate or MessagePad 2000 indicated in your owners manual. Press the reset button (located on back of the Newton or the reset key on the eMate) after the installation procedure or use the restart feature in the extras box if available. (This program is available free at the NewWorldSofware Web site and may be installed for the convenience of eMate or MessagePad users.)

Using Clarity

Starting Clarity

The Clarity icon (tiny schoolhouse) appears on the button bar. Tap this icon to start the program. The startup screen with the program logo (larger schoolhouse) will show briefly. After the program starts, four tabs appear along the bottom of the screen. The [i] or menu icon may be tapped to show the menu of options. You should set the preferences including your signature as this information is used by Clarity to sign your reports and put your name on some documents. If you open your extras drawer, you will see the Clarity icon as well. You should not remove this icon from your extras drawer or Clarity will not function.

Registration and Support of Clarity

Evaluation of Clarity is available free of charge to those who wish to evaluate it. It may be obtained by downloading at the NewWorld Software Web Site.
http://www.NewWorldSoftware.com

Users who currently have downloaded Clarity or receive it for evaluation, have a limited amount of time to evaluate the program before it fails to go beyond the start up screen.

Users may register their product permanently by purchasing this product on-line at the web site or by contacting NewWorldSoftware via e-mail or snail mail. The e-mail support address may be found at the web site listed above. For teachers who are in locations without access to e-mail or internet, please write to:

Clarity Support and Registration
C/O Dr. Nedra Sears
P. O. Box 313
Ada, Oklahoma 74820

If you are writing, please include your day and evening telephone number. Where possible, we will contact you by phone to provide assistance, otherwise, you will receive a response by regular mail.

To register your product you will need to have the run time number which appears above the 10 key pad window which asks for your registration number. This is a number generated by your own computer. Be prepared to enter this number when registering Clarity. A registration number will be provided to you at that time. Enter the registration number into the ten key pad showing on your computer and tap the [Register] button.

Those who need more time to evaluate the product may obtain additional evaluation time in the same manner. Receiving your registration code and entering it on the registration keypad window will enable you to continue your use of Clarity.

Developer Feedback to Improve Clarity

The developers of Clarity have devoted their resources to the production of this product to provide an innovative alternative for teachers. Clarity is just beginning. We would appreciate your comments, suggestions or feedback about what you have

problems with or what you would like to see in future versions. The next version of Clarity will be developed for Windows devices. You can help make Clarity beter by letting us know your thoughts.   Please send any comment to the Clarity Support by e-mail or to the mailing address above.

Setting Up Classes

Tap the Classes tab to reveal the empty classes page. Classes must be set up before any other functions can operate.

Subject Field
Tap the [new] button to open up the class entry page. In the available subjects field tap [add] to write in the name of the subject of the class. Enter the subject and close the entry window by tapping [X]. If a subject name is entered incorrectly, highlight the error and tap delete, then reenter the correct subject. You may enter the subject names for all classes at this time. Highlight the subject for the class you are entering. You will see the subject indicated beside the word [subject]. This procedure of creating your own menu options will be seen again as you add merchants to the expenses field or when creating evaluation designs using the enumerated picker.

Class Name and Term
Enter the class name. Each class group should have a distinctive name even if the subject is the same. For example Science 1, Science 2, Science 3 will all use the subject, science. Using the diamond menu, set the class time.
Write in the Term. The Term name should be consistent for all classes so that all classes within the same term name can be selected together. For example, Term 1, or Fall 99. Do not use different term designations when referring to the same term. As in the previous example, you are creating a menu of Term options which will be used to print reports later.

 Remember that S 98 and SUM 98 when referring to the summer term of 1998 will not be selected together.

Categories of Work
Using the Category diamond menu, you may edit the work categories and add additional categories of work for this class. You may also add categories when adding evaluations to the lesson plans later.
Weights of these categories may be indicated by choosing whole or decimal weights by scrubbing the number in the weight window and writing in the desired weight. Remember that new categories may be added anytime you desire to add a new work type which is to be grouped together. Typical categories might be: tests, quizzes, chapter tests, semester tests, homework, projects, labs, journal writing, observations, speeches, or any type of work needed to describe what your students are doing and for which you want a distinctive category.

Special care should be used to review the categories when linking a lesson plan to more than one class. For example, when creating a lesson plan for Science 1, you can also link that lesson plan to Science 2 and Science 3 if the lesson plan is appropriate for those classes. However, previously set categories may not be set as in the first lesson. If you suspect that the grading does not seem reasonable, check to see if the other classes have the same categories of work indicated. If not, assign those categories to those classes to avoid problems.

Close the class entry window by tapping the [X] in the lower right hand corner. The new class should appear on the class list. Should changes be necessary, highlight the selected class and tap [edit}to reenter the class entry page.

Enter other classes in the same manner

Enter Student Data

Tap the students tab to enter the Students Data window. If you cannot enter the Students screen, it is likely you did not select a class. Tap the Class tab and tap to highlight the desired class.

You will enter the student list which should be blank until students are entered. From the Student page, you may view either the student list or the attendance List. You must be in the student list to enter, delete or edit students.

Student List

Use the Diamond **SHOW** window and select the **Student List** window. Tap the [New] button to enter student information. Enter the student's first name and then the last name. Use the diamond menu to select the gender. Gender remains set at the last entered item until changed. You may also enter a student id number.

Sorting Student Names

To sort student lists in alphabetical order in any field, tap to highlight the heading for the list. For example, if you wish to have students listed alphabetically by first name, highlight first name heading. If you wish to highlight by last name, tap the last name heading. If you wish to sort by gender highlight gender heading.

Attendance or Student List Menu for Classes

By using the diamond window **SHOW**, you can show the attendance list or the student list.

Recording Attendance

When in the attendance list window, you may record attendance for the current day by tapping present, absent or tardy. Place a check in the appropriate box by tapping that box. Changes can be made by simply tapping another box for that student. The attendance is taken for the date indicated by the computer calendar. If correcting records from a previous day, be sure to change the date to the day for which you need a correction by selecting the appropriate date from the calendar available with the diamond menu located by the date.

Lesson Plans and Evaluation Set Up

Tap the Lessons Tab to enter the Lessons screen. If you cannot enter the Lesson screen, it may be because you have not selected a class. Tap the Class Tab and highlight the name of the class for which you wish to enter a lesson.

<u>Lesson and Evaluation Diamond Menu</u>
At the top of the screen (above the status bar) you will see the name of the highlighted class.   Below the status bar, you will see a diamond menu which indicates **SHOW** Lessons . By tapping this diamond you can reveal the other choice to show evaluations. Each evaluation is linked to the lesson in which it is created. You must create a lesson before entering an evaluation. Lessons are organized by title and evaluations are linked to the appropriate lesson. You may have several evaluations for any particular lesson. You do not need to fill in all the parts of a lesson place for it to function. However, the Lesson Title is important to file it so that you may retrieve it at another time.

Lesson Title
 On the dark line you see Untitled Lesson. Tap this title and a widow will open with Untitled Lesson highlighted. Delete this title and enter your own lesson title, for example *Pumpkin Planets* or *Chapter 2:Integers p. 23* A title is necessary to keep track of your lessons and to enable you to locate them from the overview list. You should use a distinctive title which indicates the topic or sequence.

Objective
You may write your objective in this space. This will enable you to document the objectives for your lessons. The program will function without a written objective. To go with our previous lesson title, we might decide to have an objective such as: "*Students will construct models of planet in earth's solar system to show planet characteristics using   different   sizes   and   shapes   of   pumpkins.*"

Materials
You may list your materials in this space. This helps you to keep track of what you need for the lesson. The program will function without this list.   But for our lesson plan we might have:

25 pumpkins of various shapes and sizes
Reference pictures and descriptions of planets in earth's solar system.
Miscellaneous materials such as cotton, paint, glitter, fabric etc.

Add Expenses
To the right of materials, teachers may enter any expenses associated with the lesson. A problem for teachers is that they often purchase items for their classes. These items may be small and hard to keep track of. While shopping, you can take out your MessagePad and enter the items you bought for school. I only need to purchase 25 pumpkins.

I spent $25 for pumpkins purchased at Peter's Pumpkin Patch.   Tap the Expenses button to reveal the Add Expenses window. Enter the Item, the amount, and

where purchased. After you have bought an item from a particular vendor or store, the name becomes part of the available menu. So if you often buy from one vendor, you can just tap that vendor from the menu which you have gradually built up. You may wish to make comments such as *Pumpkins for planet models* to remind you why you bought those pumpkins.

After you enter the information, tap the SAVE button. If you have several items for the same lesson, you may wish to enter them separately to account for everything. You may do so.

Activities
List the things you plan to do in this lesson. You may use the scroll arrows at the bottom right hand corner to scroll down the lessons page.

There isn't a great deal of space for elaborate text, but enough to list your main activities.
Example:
1. Form work groups.
2. Distribute pumpkins, miscellaneous materials and reference pictures.
3. Facilitate problem solving in groups as students build pumpkin planet models.
4. Meet together to discuss the characteristics of planets and the characteristics of our pumpkin models.
5. Display pumpkin planets.

Evaluations

Evaluation Overview

Clarity offers four types of evaluation designs. In the following section we will explore the options and see how these are established. This is one of the most complex of the program features to teachers because most teachers may have little experience with performance assessment.

Performance assessments are similar to check lists or rubrics which teachers may have used on paper. Here, those same checklists or rubrics are automated. The teacher still maintains control of making checklists or rubrics which fit the particular class or activity.

Numerical measures are also provided because they are important and useful. One type enables the teacher to use numbers and labels combined. In fact, Clarity is strong in providing a continuum of evaluations which range from all verbal to all numerical.

Options are:
Spin Button-All numerical
Slider-Both numerical and performance (verbal descriptors)
Enumerated Picker-Performance Levels (verbal descriptors by level)
Entryline-Open ended comments.

In a particular lesson sequence, all of these evaluations might be used to evaluate different aspects of the work by students.

Some of these evaluation editors require more planning and thinking about the words used to describe the various performance levels. Others are very easy to design. All of these are very easy to use after they have been designed which cuts down on the amount of time used to grade and automates the record keeping and reporting.

Notes can also be used to record a longer observation of a particular student or class. This is most useful when making specific observations of students or recording an event in more detail. Further information on notes is provided later.

Designing Evaluations

Use the diamond **SHOW** menu at the top of the Lessons page. Select Evaluations. You will see the name of your class above the status bar as well as the title of the lesson followed by the word Evaluations.
for example: Pumpkin Planets Evaluations

Tap the NEW button located just above the Class tab. You will see the option of new lesson or new evaluation measure. Tap evaluation measure.

A design framework is presented to you which will enable you to make choices about this evaluation for the lesson you have just written. You may decide to have more than one evaluation for a particular lesson. Let's use the Pumpkin Planets lesson to illustrate.

Evaluation Title
We want to evaluate students on how well they designed their pumpkins to reflect the characteristics of a selected planet. Similar to lessons, evaluations need a title. Scrub

or delete the Untitled beside the word <u>name</u> and enter your title. This should not be too long so it is easily visible on the Grading matrix later. Design Pumpkin is a good choice.

Due Date: Enter a Due date by tapping on the diamond menu and choosing change date. A Calendar will open enabling you to tap on the due date of your choice. You may also not set a due date if you so wish. However, it is recommended that you set a due date to enable you to tell later when students are overdue on some tasks.

Evaluation Editor

The Editor diamond menu is the powerhouse of the evaluation module. It lets you pick the type of evaluation you need for a specific activity.   As indicated previously, these types are shown in the following sequence and are:

Spin Button-Data such as test score, Numerical.
Enumerated Picker-Lets you set Performance Levels, Verbal.
Entryline - Enables you to enter a brief note, Verbal.
Slider-Lets you use numbers combined with labels, Numerical & Verbal.

        For this activity, any of the last three might be used because designing a pumpkin planet is a performance activity.

Enumerated Picker

Choose **Enumerated Picker.** Another window will open to let you enter the performance levels of your choice.

I decide that the best performance would be one which matches the planet characteristics accurately, a poorer one would match in a limited way, and the lowest performance would be no matches to the planets characteristics. For example, if a student was doing Venus and painted it red and put sand all over it, I don't have a match.

On the line above the word New enter the first characteristic of performance. Then tap [New]. The characteristic is moved to the box to the left. Continue adding your performance characteristics.
ex   Matches Planet Well
       Limited Matches to Planet
       No Matches to Planet

If you want to change a performance level, tap to highlight the item. It will appear on the line again with a [Change] button. Make any necessary changes and tap change.

This may seem difficult but a little preparation will enable you to quickly evaluate 25 pumpkin planets without needing to keep track of a pile of paper. And the results go into the students record..automatically. You can walk from pumpkin to pumpkin and finish this task pretty quickly because you know what you are looking for. Make sure the students know the criteria also.

The last thing to do is to decide what category this activity might fall under. Is it homework, a quiz, a test...or something else. It is really is a problem solving task. I could call it a project but problem solving is closer to what I have in mind. Tap on categories. There is no category for problem solving so select edit categories.

A window appears for editing the categories. I write in Problem Solving on the line and tap[New]. The new category is now in the list of choices. Close this window with the [X] to return to the Evaluation design screen. Tap categories and tap the new category, problem solving.

[This was the most complex type of evaluation to design. If you did this, the rest are easy.]

Spin Button
Since students need to show that they know the characteristics of the various planets in a written way as well as through the Pumpkin Planet activity, I will give them a quiz.

Create a new evaluation measure using the [New] button above the Class tab again. You will see a new evaluation measure appear at the bottom of the Evaluation

page.   You may need to scroll down the page to see everything using the scroll arrow. Imagine you are working on a long continuous roll of paper that you are rolling up or down.

Write in new title, Planet Quiz. Choose a due date. Then choose the editor, Spin Button. Choose the category Quiz if available. If not, add this category by choosing Edit Categories. Next, you need to set the maximum points for this quiz and the minimum points. These are preset to 100 and 0. If these values are acceptable, there is no need to change them. If you are using fewer points as a maximum, delete the 100 and write in the maximum points. Practice by deleting the 100 and writing in 10 as the maximum.

This is not a complex evaluation and is simple to enter. We are finished with this numeric evaluation design.

Slider

One important part of the Pumpkin Planet Lesson is how well the students worked on the project both safety wise and socially. It seems important enough that I want to give a grade on this and also to know what the grade means.   Lets make another evaluation for this area.

Select [New] again and choose evaluation measure. Again, a new evaluation measure is added to the Evaluation page. Scroll down and add the title Safety & Social. Select the Due Date if desired and choose the Editor **Slider**.

Choose the category Project as the evaluation relates to the project. If this category is not available, enter it with the Edit Categories feature. You will see a dark bar with a diamond in the middle and the number 50 above it. Experiment with your pen to slide the diamond to the left and right. Notice how the number changes. As you can see, the slider could be used as a numeric evaluation alone. Notice that there is a maximum and minimum point level to be set similar to the spin button. If you did not want to change the Maximum and Minimum Score and did not want labels to indicate the meaning of the numbers, you could stop now.

One major difference in the sliding scale is the optional use of labels. Notice the check box with the words [ ]Use Labels. Check this box now. When you check the box, a Label entry line appears below the slider bar.

We must decide what we are looking for in our students in the category of Safety and Social characteristics and what label can indicate this. Also what point value will be used for each level. The slider becomes a check list with a number which automatically enters into the numeric score of the student.

A list of performance descriptors might look like this:

Observes Classroom Safety Procedures/ Works Well With Classmates
Observes Classroom Safety Procedures/Has Limited Social Skills

Limited Observance of Safety Procedures/Works Well With Classmates
Limited Observance of Safety /Limited Social Skills
No Observance of Safety/No Social Skills

Notice that safety seems more important than social skills so a student will be rated higher for safety even if the social skills are limited. This seems logical in a classroom setting even though my desire is for both areas to be well developed. And there are some students who have no skills in either area. It appears I have 5 levels for this item. This evaluation is one which might be used for a number of lessons for which these are important factors.

My labels are too long. I need to shorten them So it might look like this:
Safety&Social
SafetyLSocial
LSafety&Social
LSafetyLSocial
NSafetyNSocial

I could make them even shorter with abbreviations. Below is an abbreviated list along with points which I will associate with these levels.

Safe&Soc-4
SafeLSoc-3
LSafe&Soc-2
LSafeLSoc-1
NSafeNSoc-0

To enter the labels with the slider, set the Maximum to 4 for four points for the highest performance level. Tap the [Apply] button to apply the 4 to the slider scale. The individual who fails to perform on Safety or Social Skills receives zero points for this component so the minimum remains at 0.

Slide the slider to 4 and write in the label on the label line for that level.(see list above) Move the slider to 3 and do the same. Move down the scale and enter the label for each level.

Try out the slider by moving the diamond across the bar. The label for each point value should appear on the label entry line. Should you wish to edit the labels, simply slide to that place on the line and edit the label.

Sliders are easy to set up without labels. Creating the labels takes the most time. But sliders with labels are surprisingly easy to use and really help teachers establish criteria and points for hard to evaluate items like teamwork and other performance skills.

EntryLine

Sometimes we just want to make a comment about a student. We don't want to write a lot but we want to be able to say something about their individual efforts which aren't measurable by these other types of measures. We want to come back later in student conferences or parent conferences and show what was going on with the student. You may find that with Entryline you may be more likely to notice students and make a comment. When you look at the student profiles for your class, you may find students who have no comments made about them. Perhaps they fade into the group. This helps teachers see a pattern and begin to observe such students more often.

Choose [New] Evaluation Measure. Create a title such as Pumpkin Comments. You can find that easily. You know what it means.   When I try to choose a category, I don't see what I like so I create a new category called Observations and select it for Pumpkin Comments. Choose the Entryline Editor. You can choose a due date which might be the date you do the activity in class. That's it. Nothing else. No labels. No numbers.

Evaluation Summary Comments

You have just completed the design procedures for four different types of evaluations working from the most difficult to the least difficult.

To recap evaluation. The steps are:
1. Select the Lessons Page for a lesson you have created.
2. Show the Evaluations for the selected lesson.
3. Select [New] Evaluation Measure
4. Write a Title for the Evaluation
5. Select a Due Date
6. Select a work category
7. Select the Editor Type
8. Set the Max-Min points, Performance Labels or both if needed.

Using the Lesson Overview Feature

If you wish to add an evaluation, edit, print or view a previous lesson and can't locate the lesson,
1. Go to Lesson Page for the selected class.
2. Tap the Black Circle beside the scroll arrows on the bottom right of the screen and hold it until the Black Circle is white in the center..
3. A list of the lessons you have written for this class will appear. Tap to highlight the desired lesson and that lesson page will appear.
4. SHOW Evaluations or Lesson Plan and continue to add evaluation measures as desired, edit evaluations, make changes in the lesson plan, add expenses or print the lesson plan in hard copy form.

*Note: the Overview feature is not activated from every page; it is not active in the Evaluation Page, for example.

<u>Linking Lesson Plans to other Classes</u>

Often teachers have more than one section of the same subject, such as Science 1, Science 2, Science 3.   To avoid tediously redoing lessons and evaluations for each separate section, simply use the Link feature. After you have created the lesson plan, tap the file folder icon at the right end of the title line. A window will open which indicates that the lesson is filed on Internal (default value) and the option to link the lesson to all classes whose subjects are: followed by a list of the subjects you have on your subjects list. My list of subjects includes:

<div align="center">

Research
Science
Social Studies

</div>

I tap Science to indicate that this lesson should be linked to all classes whose subject is science.

When using the link feature, remember to make distinctive subject names if you are really teaching different kinds of science classes. Example: earth science, science-4th, or physics1. Thus, if you have 2 sections of Physics 1, the plan is linked to both and the evaluations are linked to both.   It doesn't work to link a lesson for Earth Science to Physic 1.

Evaluating Students

To Evaluate Students, select the class to be evaluated from the classes page. Then go to the Evaluation Page. A Matrix will form which will list all students assigned to that class in a column on the left. The evaluations for their classes will be listed across the top. These evaluations are neutral until graded (teacher enters a score, moves slider or chooses performance level). After the item is graded, the evaluation enters into the students numerical average which appears on the far right column of the Matrix or non-numerical (verbal) items enter into the student's file.

I have a student, JB who is being evaluated during the Pumpkin Planet activity. To grade JB, simply touch the square under the particular evaluation on the line by JB's name. For Example on Pumpkin Design, touch the square and a diamond menu appears under the matrix. Touch the diamond to reveal the 3 different performance levels for the activity which were created with the enumerated picker editor. Touch the level which most closely describes JB's performance. That level is selected and a portion of the text appears in the matrix. If the wrong level has been selected, the item can be easily edited by tapping the square again, tapping the diamond menu and reselecting the item.

JB had a problem because his pumpkin was rotten. I want to make a quick note relative to this activity so I tap the window for Pumpkin Comments. I write in "pumpkin rotten" so I will have a record of the problem for this student. Later, we have a planet quiz. Here we have 10 questions about planets. JB got 9 of the items correct. Tap the Planet quiz square on the matrix for him and the spin button is revealed. You can use the arrow to make the arrow go up and down to the right grade or you can scrub the default value and write in your on number in the square below the arrows.

I still want to evaluate JB's Safety and Social performance. I tap the appropriate square in the matrix and the slider is revealed. JB has performed well but when his pumpkin was rotten, he squashed it between his hands and rubbed it on his face to be a pumpkin monster. Unfortunately, he is allergic to mold and knows that such exposure might be harmful to him. He has been cautioned before. So he received a 2 which is Limited Safety but socially ok. I make him go wash carefully and I send him to the nurse to be checked over since he can have an asthma attack under such circumstances.

Glancing at JB's average, I notice that it seems very low. In fact, it is .17 which is surprising because he did well on all the numerical activities. I recheck my grading. OOPS. He made a 9 out of 10 on the quiz. When I use the spin button pressing the right arrow all the way, it zooms past 10 all the way to 60. I forgot to set the upper limit at 10. Quickly, I go back to the lesson plan, look at the evaluation and change the maximum score to 10 instead of 100, the default value. When I go to the evaluation screen, JB has a .96 score instead of a .17. Remember when things don't look reasonable, there is probably a reason.

<u>Assignment of Letter Grades</u>

   Letter Grades are not automatically applied. One reason for this is that because automated letter grade assignment cannot take into account the non-numeric performances which teachers may wish to consider. Teachers must enter their own final grades, however, this process has been made simple with Clarity. The following steps should be used to assign final grades.

   1. Scroll to the Final Grade column of the matrix. (Far right)

   2. Tap the Final Grade box for a particular student.

   3. A Final Grade diamond menu and data entry line appears below the matrix.

   4. Tap the Final Grade diamond menu and choose the appropriate grade. To add items to the Final Grade menu, write the new choice on the data entry line and it becomes part of the menu. Grade Designations must be single letters. If your school just reports averages as the final grade, use the average indicated in your report.

Writing and Linking Notes

Notes may be written from each of the four main screens. From the Classes Screen, notes may be access from the Notes button or from the Main Menu[i]. From the Students, Lessons, and Evaluation Screens, Notes are access from the Main Menu [i] only. The Notes button does not appear on these screens because of the page configuration limits. Notes may be written and linked to entire classes or to selected individuals. To write a note, use the following procedures:

Writing Notes to Parents from the Evaluation Screen

I want to let the parents know about this rotten pumpkin incident because of JB's asthma situation. Tap the [i] menu button to the left of the tabs. A pop up menu is revealed. Tap Clarity Notes. A notes page is revealed. I title the note Allergic Reaction so that when the note is filed, I can find it again and so it will print into JB's file with an appropriate title. Then I check the Parents Must Sign check box so that I can have a record that they received the note.

I write the note telling about the pumpkin incident and the actions taken to prevent a problem. Then I link the note to JB by tapping the File Folder icon at the top right of the note page. I choose by student. A list of all my students appears in a window. I scroll down until JB's name appears and I highlight it. Then tap the LINK button.

When I print out the note for JB to take home to the parent's, my name, the date, the Title of the note and the note: Link to JB appears at the top. My note is the main text. There is a signature line at the bottom for the parents.

Now, when you print a profile sheet for JB, this note will appear as part of his class history. You can find any note again by tapping the Overview button from a Notes page. Go to the Notes Page by using the [i] menu. Tap the black circle at the bottom right of the screen until the center turns clear. A list of all notes will appear by title with the first few words of the text. Tap any title to go to that particular note.

Deleting Notes, Classes or Students

Sometimes, you have too many old notes, lesson plans, old classes or students who have moved away. These may be deleted by going to the appropriate lesson plan overview, notes overview, class list or student list. Highlight the unwanted item and select Delete from the File menu. items cannot be retrieved so use this feature carefully.

Printing Reports and Other Useful Documents

A number of useful reports can be printed by linking your MessagePad or eMate to a printer. This is done by using the adaptor and cable which comes with the computer. Review the printing directions which come with your computer. Directions are reviewed below.

Printing any document is done by:
1. Connecting the computer to an appropriate printer
2. Selecting the Envelope Icon
3. Selecting Print Student List or whatever document is open.
4.   Choosing Print or Preview from the Print box
5.   Tap Print and Choose Now.
6.   The document is printed.

Printing Useful Documents From Clarity Screens (TABS)

Student Lists
Frequently, teachers must provide a student list quickly. From the Student Tab, select student list after highlighting the appropriate class. This is the same page option used when entering or editing students.   Follow the printing directions.

Daily Attendance Reports
Tap the Students Tab after highlighting the appropriate class, select the Attendance List. After attendance is recorded, you may print a daily attendance report or list by following the printing directions.

Printing Lesson Plans
Tap the Lessons Tab after highlighting the appropriate class. Tap and hold the overview button (black circle, lower right corner) until the button turns clear in the center. This provides a list of the lessons. Highlight the lesson you wish to print. [If you are already in the lesson you wish to print, this step is unnecessary.]
Tap the Envelope Icon at the right end of the Lesson title bar. You will have a number of choices. Select Print Lesson Plan and follow the general directions for printing as listed above. The Lesson Plan is listed along with the Titles of any evaluations and their due dates. The lesson plan is dated for the date it is printed. Expenses are not printed with this plan as the expenses are printed from the [i] menu.

Evaluation Tab No Printing
There is no printed documents from the Evaluation Page. All evaluation reports are printed from the [i] menu.   Although the [i] menu can be accessed from the Evaluation matrix, it is recommended that printing reports from the [i] menu be done from the Class Tab. Supporting the matrix while printing reports, may slow the process.

Printing Reports from the Main Menu [i]
        To print reports, Tap the [i] menu and choose reports. You will see a window titled Clarity Reports.   Two diamond menus are available to permit you to choose

Class and Report. For most reports you must select the group or individuals who are the subjects of the reports. There is a check box for you to indicate whether you wish to sign the reports. If you have completed the Clarity preferences and placed your signature in that file, it can be accessed for this purpose.

     1. Tap the diamond menu for class and select the desired class by tapping.
     2. Select the desired report.
     3. Select the students to be included if it is required for that report. [Note: Summary reports such as Attendance include all persons in the selected class.]
     4. Follow the printing procedures previously described by tapping the envelope icon located at the bottom right of the Clarity Reports screen.

<u>Descriptions of Various Reports from the Main menu [i].</u>
In the following section, four different reports are described. Each report has some individual characteristics which enables the user to tailor them to the particular needs of the situation.   For each report, the user should decide whether a signature is needed and check the signature check box if desired.

Attendance Report

The Attendance Report from the main menu differs from the daily report in that it provides a summary of those present, absent, or tardy for a specified period of time. The user must define the time period for which the report is to be issued. The default dates will be used if these dates are not user defined.

Use the following steps to obtain the Attendance Report:

1. Select the appropriate class from the Class diamond menu.
2. Select Attendance Report from the Report diamond menu.
3. Select the Dates for the Attendance Report from the Dates diamond menu located at the bottom left corner of the Clarity Reports screen. When tapped, two calendars are viewed on which the user can define both the starting date and the ending date for the report.
4. Tap the Envelope icon and select Print Attendance Report.
5. Continue the printing procedure as previously described.

Failing List
Frequently, teachers are asked to provide a failing list to school administrators for determination of student eligibility to participate in extra curricular activities. To make this process easier, Clarity includes this often used item from the main menu. Use the following steps to obtain the Failing List report.
1. Select the appropriate class from the Class diamond menu.
2. Select the Failing List from the Report diamond menu.
3. Define the lowest acceptable average for students. A Spin Button for numerical scores is available for setting this number. You may use the direction arrows or scrub the existing number and write it in. All students whose average is below this number will appear on the Failing List report. This numerical average is often established by district policy. You should make sure that your number conforms to the district policy.
4. Print the report by tapping the Envelope icon at the bottom right of the screen and following the printing procedures.
5. Review the Failing List. Sometimes the teacher may be surprised to find that high performing students might be on this list. If a student has no evident causes for this, there are most likely to be errors in setting the Maximum and Minimum scores on the numerical evaluations. Another cause might be errors in recording scores, or failure to weight items properly.
If a student has not completed some activity, it is neutral until the teacher enters a score. If a zero score is to be included, the teacher must enter the zero on the evaluation matrix. Non-numerical evaluations do not enter into the computations for the Failing List. Teachers who wish to use numerical scores for performance items should use the Slider with labels in order to take such performance items into account in the average.

Grade Report

A summary of numerical grades is available from the Clarity Reports menu. This report provides a copy of the grades entered for each student on each evaluation plus an average for the student and the Final Grade. If the Final Grade does not appear on the Grade Report, check to see if you assigned grades on the Evaluation Matrix.

Remember, the final grade is not automatically assigned in Clarity. Assign grades on the Evaluation Matrix by tapping on the square for the student and selecting the grade from the Final Grade diamond menu. You may add additional items to this menu by writing them on the data entry line beside the diamond menu.

This grade report is useful to teacher to use to verify grades entered as well as having the grade average. Since the evaluation Matrix cannot be printed directly from the Evaluation screen, this is the print out of this material.

Student Profile

One of the great strengths of Clarity is the ability to enter and report non-numerical evaluations. Non-numerical evaluations are reported in the Student Profile. This report shows the entire evaluation history of the student as well as any notes which have been generated throughout the evaluation period. This report is useful in maintaining a record of events beyond the traditional grading system. It eliminates the bits of paper and places each item in dated sequences and in the following organizational framework.

Numerical Evaluations

Non numerical Evaluations

Notes

To obtain one or more student profiles, use the following procedure.

1. From the Main Menu [i], select the appropriate class from the Class diamond menu.
2. Select Student Profile from the Report diamond menu.
3. Select the students for whom a profile is desired. You may choose Everyone by highlighting the folder titled Everyone. To select a particular class for profiling, tap the [+] box beside the Everyone folder. Individual classes are indicated. You may tap the folder for one particular class. To select individuals within a class, tap the [+] beside the Class folder. You will see a list of students with people icons beside individual names. These male or female icons indicate the gender of the individual. Tap the name of the individual you wish to profile to highlight it.
4. Tap the Envelope Icon at the lower right hand corner of the Clarity Reports screen and follow the printing procedures .

Printing Expense Reports/Not on the Clarity Reports Menu

Expense reports are not on the Clarity Reports Sub menu with student reports. To access the Expense Report feature, use the following procedures:
1. Select Expenses from the Main Menu [i].
2.   After the Expense matrix comes into view, tap the Envelope icon at the lower right corner of the Expense List screen.
3. Select Print and follow the printing procedures listed previously.

Printing Problems
If your report fails to print:
1. Check to see if the cable to your printer is loose at any point. The adapter to the MessagePad may wiggle loose.
2. Check to see if you checked Print Later instead of Print Now.
3. Check to see if your printer is on. If your printer goes to sleep when not in use, you may need to switch it on to make sure it activates for the MessagePad.
4. Check to see if your ink cartridge still has ink. If it is printing but no print is on the paper, this is the likely cause.
5. Check your owners manual for your printer and computer for additional assistance.

Clarity Help

Clarity Help is available from the Help button located at the bottom left of most windows. Main topics are indexed and subtopics are accessed by tapping the main heading. Tapping the subtopic accesses a brief explanation of the feature.

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