# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Standards</td>
<td>2</td>
</tr>
<tr>
<td>ISTE Standards</td>
<td>2</td>
</tr>
<tr>
<td>Alaska Standards</td>
<td>2</td>
</tr>
<tr>
<td>Anchorage School District Standards</td>
<td>2</td>
</tr>
<tr>
<td>Relational Database Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Benson Database</td>
<td>4</td>
</tr>
<tr>
<td>Backup Script</td>
<td>4</td>
</tr>
<tr>
<td>Open Script</td>
<td>5</td>
</tr>
<tr>
<td>Close all Script</td>
<td>5</td>
</tr>
<tr>
<td>Navigation Buttons and Scripts</td>
<td>5</td>
</tr>
<tr>
<td>Relational File Link Scripts</td>
<td>5</td>
</tr>
<tr>
<td>Open Schedules Button</td>
<td>5</td>
</tr>
<tr>
<td>Open Principal Schedules Button</td>
<td>5</td>
</tr>
<tr>
<td>Credit Counts Button</td>
<td>6</td>
</tr>
<tr>
<td>Open Whitley Schedules Button</td>
<td>6</td>
</tr>
<tr>
<td>Open Emerson Schedules Button</td>
<td>6</td>
</tr>
<tr>
<td>Open Kluis Schedules Button</td>
<td>6</td>
</tr>
<tr>
<td>Student Intake Button</td>
<td>6</td>
</tr>
<tr>
<td>Grad Letters Button</td>
<td>6</td>
</tr>
<tr>
<td>Student Intake</td>
<td>7</td>
</tr>
<tr>
<td>Student Intake Layouts</td>
<td>8</td>
</tr>
<tr>
<td>Credit Count</td>
<td>8</td>
</tr>
<tr>
<td>Credit Count Scripts</td>
<td>8</td>
</tr>
<tr>
<td>Copy from Report Card</td>
<td>8</td>
</tr>
<tr>
<td>Copy grades.2</td>
<td>9</td>
</tr>
<tr>
<td>Grad Letter</td>
<td>9</td>
</tr>
<tr>
<td>Schedules</td>
<td>10</td>
</tr>
<tr>
<td>Exit Exam Scripts</td>
<td>10</td>
</tr>
<tr>
<td>Calculate Classloads</td>
<td>11</td>
</tr>
<tr>
<td>Mail Scripts</td>
<td>12</td>
</tr>
<tr>
<td>Student Schedule Script</td>
<td>12</td>
</tr>
<tr>
<td>Print Student Schedule</td>
<td>12</td>
</tr>
<tr>
<td>Print All Rosters</td>
<td>13</td>
</tr>
<tr>
<td>Rosters by Teacher</td>
<td>13</td>
</tr>
<tr>
<td>Print Homerooms</td>
<td>14</td>
</tr>
<tr>
<td>Benson Vocational Information</td>
<td>14</td>
</tr>
<tr>
<td>Whitley Find Script</td>
<td>14</td>
</tr>
<tr>
<td>S.A.V.E. Attendance and Daily Attendance files</td>
<td>15</td>
</tr>
<tr>
<td>Find absent/tardy students</td>
<td>15</td>
</tr>
<tr>
<td>Return to main page</td>
<td>15</td>
</tr>
<tr>
<td>Attendance Award</td>
<td>15</td>
</tr>
<tr>
<td>Daily Attendance</td>
<td>16</td>
</tr>
<tr>
<td>Credit Counts</td>
<td>16</td>
</tr>
<tr>
<td>Credit Counts 1</td>
<td>16</td>
</tr>
<tr>
<td>View absent students with schedule1</td>
<td>16</td>
</tr>
<tr>
<td>Parent Call In Script</td>
<td>17</td>
</tr>
<tr>
<td>Print Script</td>
<td>17</td>
</tr>
</tbody>
</table>
Technology Standards

The following ISTE, Alaska State, and Anchorage School District Standards are addressed in this curriculum:

**ISTE Standards**

I. TECHNOLOGY OPERATIONS AND CONCEPTS.
   Teachers demonstrate a sound understanding of technology operations and concepts. Teachers:
   B. demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.

IV. ASSESSMENT AND EVALUATION.
   Teachers apply technology to facilitate a variety of effective assessment and evaluation strategies. Teachers:
   A. apply technology in assessing student learning of subject matter using a variety of assessment techniques.
   B. use technology resources to collect and analyze data, interpret results, and communicate findings to improve instructional practice and maximize student learning.

http://cnets.iste.org/ncate/n_found.html

**Alaska Standards**

h) A classroom teacher should be able to use technology as an educational tool. A teacher who meets this goal should be able to
   1. enhance instruction and student learning;
   2. access current trends, strategies, and resources in the teaching profession;
   3. organize and maintain information about student learning; and
   4. connect classroom activities to practical situations encountered outside of school.

http://www.educ.state.ak.us/TeacherCertification/4aac04-200.html

**Anchorage School District Standards**

3. Applications Software - Using basic productivity tool software
   2. Database: Teachers should have skills in using technology to create, modify, edit, and print database documents for managing and organizing information such as student records, inventories, and research data. These skills include the ability to enter information, sort, create various layouts, print reports, and conduct searches to find and work with the data.

Relational Database Introduction

The Benson Database consists of related interacting files. Changes made to a record in one file in the database may impact the information contained in a record in another file.

The main organizational file of the database is named Benson Database. This file contains two records that contain scripted links to all of the other database files in the system. Many of these links have different names but link to different layouts in the same file based on user access and assigned privileges.

The files that affect and control almost every file and record operation that occurs in this database are the Student Intake file and the Schedules file. You can not make an entry that affects a student in any other file until there is a student record created in each of these files. All other files in the database draw some form of information on the student from each of these files. These files contain student personal information and all data pertaining to the student academic and disciplinary records.

Student attendance is important to academic success. Benny Benson faculty uses the Daily ATT file to record daily attendance. Information from this file is merged into the Attendance SAVE file. The attendance secretary uses these files to monitor all student’s attendance issues and flags files of students with attendance problems for disciplinary action.

Each teacher keeps track of student assignments and achievement in the file named Blue Card. This file has a record for each student. The information contained in the Blue Card includes: student name, homeroom, parent contact information, the date of the assignment, the state standard addressed, the contract assigned, the assessment tool, credit earned, study skill points, ratings points and monthly point totals. These points are then merged into the Ratings database. The Ratings database is the student master file that tracks monthly progress with academic points for all classes the student is enrolled in. There is also information pertaining to student success, or lack thereof.

Report cards can be generated electronically by any teacher. The files that control the creation of a student report card are the Report Card and Course Numbers files. This is accessed from the blue card and generates a report card based on the active student record at the time of activation.

The counselors track student vocational success with a file named Benson Vocational Information. Students earn elective credit for work experience. For every 56 hours the student turns in with a satisfactory student evaluation, one 1/4 credit of elective credit is earned. This file contains information on the student employment site, the supervisor, and work site contact number.
Benson Database

This file is the main dashboard for all of the interrelated files. This file contains links to every database that is used by the faculty and staff. Everything that happens in this file is controlled by scripts. There are navigation scripts and operational scripts that activate other scripts in the database. It should be noted that most of the scripts developed for the relational databases operate behind the scene and are off limits to the typical user. All users activate scripts in this file by clicking the appropriate button.

The main scripts in this file are the Backup Script, Open Script, Close All Script, Contracts Script and Quit FileMaker Pro Script.

Backup Script

The Backup Script is a series of FileMaker Pro scripts that activate backup subscripts in every file of the database sandwiched between two embedded apple scripts. The first apple script is a finder script that creates a folder for all of the backup files. This is followed by a series of FileMaker Pro scripts for every file in the database. These script lines activate a subscript in the referenced file to create a copy of itself in the backup folder. When the FileMaker Pro script lines are completed the second embedded apple script runs, moving all of the created files to the permanent backup location. This script takes on the following structure:

```
tell application "Finder"
    make new folder at "Benson X Backups:*Backups:BBSY0304" with properties
        {name:"FMFilesBup"}
end tell

Perform Script [sub-scripts, "bupbsn_db"]
Perform Script [sub-scripts, External:="Daily ATT"]
Perform Script [sub-scripts, External:="Student Intake"]...

(the sub-script that is activated in the external file looks like this-
Save a Copy as ["Benson Database"]
The specify file checkbox is active and the file is saved to a folder in this path named "Benson X Backups:*03-04 Backups:*daily backup:" on a separate partition of the server.)

tell application "Finder"
    activate
    set sourceFolder to folder "Benson X Backups:*03-04 Backups:*daily backup:"
    my moveFilesFrom(sourceFolder)
end tell

on moveFilesFrom(thisFolder)
tell application "Finder"
    set filesToMove to every file of thisFolder
    repeat with aFile in filesToMove
        move aFile to (folder "Benson X Backups:*03-04 Backups:BBSY0304:FMFilesBup:" )
    end repeat
    set subFolders to (every folder of thisFolder)
    repeat with aFolder in subFolders
        my moveFilesFrom(aFolder)
    end repeat
end tell
end moveFilesFrom
```

When all of the files are backed up there is an external script that changes the name of the backup folder to the current date of the backup. It should be noted that there are multiple steps that could be deleted in this process.
but to do so at this juncture would require a complete rewrite of every backup script in every file, it was easier to create a script to tidy up the backup than to rewrite all of the scripts individually.

Open Script
The Open Script does just that. It opens all of the related databases in the system. This is another multi-line series of script commands that look like this:

Open [Open hidden, “st_ratings_db_lookup”]
Open [Open hidden, “Student Intake”]
Open [Open hidden, “Schedules”]...

Close all Script
This script closes every open database.

Close [“st_ratings_db_lookup”]
Close [“Student Intake”]
Close [“Schedules”]...

Navigation Buttons and Scripts
Databases and Bluecards Scripts
These scripts are a simple navigation tools that toggle between the layouts named databases and blue-cards. They are activated by clicking a button in the in the active layout of the Benson Database file. They have the following structure:

Enter Browse Mode []
Go to Layout [“Databases”]
Page Setup [“Restore, no dialog”]
Show All Records
Unsort

and

Enter Browse Mode []
Go to Layout [“bluecards”]
Page Setup [“Restore, no dialog”]
Show All Records
Unsort

Relational File Link Scripts
The buttons in the Benson Database layouts activate scripts that open that file on the user’s computer. The scripts are generally the same but some are user specific and access password protected areas that the user may not have permission to view.

Open Schedules Button
Schedules Script
Open [“Schedules”]

Open Principal Schedules Button
Schedules Steve Script
Open [“Schedules”]
Perform Script [Sub-script, External: “Schedules”]
-gotocc.sched.classloads
Perform Find [Restore]
Sort [Restore, No dialog]
Go to Layout [“gotocc.sched.classloads”]
Credit Counts Button
Open Whitley Schedules Button
Open Emerson Schedules Button
Open Kluis Schedules Button

The scripts that are activated essentially do the same thing. When a staff member clicks the credit count button, the script “Schedules” activates with no other actions. The file schedules opens to the layout “Spreadsheet w/credit count no tally”. Staff members have limited access to this layout.

When the counselor clicks the link assigned the “Schedules” script is run that activates the file “schedules” the same layout with actions specific to the counselor. The records of students for that counselor are found and sorted. Counselors have specific access to students assigned to them.

Schedules Script
Open [“Schedules”]

Schedules Whitley/Emerson/Kluis Scripts
Open [“Schedules”]
Perform Script [Sub-script, External: “Schedules”]
-whitley/emerson/kluis
Enter Browse Mode
Go to Layout [“Spreadsheet w/credit count no tally”]
Page Setup [Restore, No dialog]
Perform Find [Restore]
Sort [Restore, No dialog]

Student Intake Button
Grad Letters Button

The student intake button activates the script “intake” in the default layout. This file has different levels of access for different users. The Grad Letters button opens the same file but runs a sub-script directing the user to a form letter with senior graduation information.

Intake Script
Open [“Student Intake”]

Intake Grad Script
Open [“Student Intake”]
Perform Script [Sub-script, External: “Student Intake”]
-grad letter 3rd
Go to Layout [“grad ltr 3rd”]
Page Setup [Restore, No dialog]
Perform Find [Restore, No dialog]
Sort [Restore, No dialog]

All of the the remaining scripts in this file respond like the Intake Script and open the file listed on the button.
This file sets up the relationships for all other files. The first layout in the Student Intake file is the Main Menu. It contains the personal contact information on each student, as well as, career center and exit exam information. The age field is a calculation based on the student date of birth and the current date. The scripts that can be activated from this layout are the Find S.A.V.E./Alpha Sort, Credit Count, Course Numbers, Copy from Report Card, Grad Letter Find WD’s Print Labels Fines B Letter, Fines X Letter and Grad List.

Find S.A.V.E./Alpha Sort is a common script for may files. It looks for any current student with the school field of Save and sorts the found records alphabetically.

Credit Count is a navigation script that changes to the layout Credit Count in the Student Intake File.

Course Numbers activates a script that opens up the file with all of the active course numbers for all teachers.

Copy from Report Card activates a script that opens the report card file. The registrar uses this to import the student report card and grades in to the Credit Count layout.

Grad Letter is a navigation script with a find for S.A.V.E. seniors with x amount of credit, and an alphabetical sort list. The script changes the view to the grad ltr 3 layout in the current file.

Find WD’s is a find for all students that have been withdrawn from the school. The script changes the view to a layout named Sort List.

Print Labels: SAVE, Grad, Comp. Academics performs a find and alpha sort for all currently enrolled students and prints the records found to an 8160 format.
Student Intake Layouts
Credit Count

This layout contains the student personal information, a comments field and a content area breakdown of the credits the student has earned. The cumulative total of all credit earned is calculated in the Total Credit Tally field. Students can carry credit over from one year to the next so there is an area for dangling hours by teacher and content area on this page.

Credit Count Scripts

The scripts accessible to this layout are the Find Save/Alpha Sort and Copy from Report Card Scripts.

Copy from Report Card

This activates a sequence of events that takes the registrar to the report card file. When the report card file is activated a student record is selected and another script collects the data to be copied into the credit count into the pasteboard. The credit count is then activated and the information is pasted into the proper field in the student record. The script looks like this:

```
Go to Layout ["Credit Count"]
Open ["Report Cards"]
```
To copy the grades, the registrar will select the Goto Registrar Form View (Copy Credit) Activating the following script:

Enter Browse Mode [ ]
Goto Layout ["Registrar Form"]
Enter Find Mode [ ]

The registrar enters the student name in the find and selects the record to be copied. The next step is to activate the script copy to intake credit count (copy grades.2) script. This script collects the short name of the class, the credit awarded and the grade.

Copy grades.2
Go to Layout ["Copy credit to intake"]
Perform Script [Sub-scripts, “paste into copyfields”]
-Go to Layout ["Copy Credit to intake”]
Select all
Copy [ ]
Go to Layout [Copy credit to intake Copy”]
Paste [Select, "copy fields”]

Select All
Copy ["copy fields" ]
Go to Layout ["Registrar Form”]
Open ["Student Intake”]

Upon the completion of this script the Credit Count layout in the student intake file is brought to the topmost window. The registrar selects the proper field and does a paste to enter the information.

Grad Letter
The Grad Letter is a form letter to parents and guardians with information regarding their student’s overall credit standing and the outlook for graduating the current school year. This letter has three forms, one for general count information, a semester count and a third quarter count. This letter may be sent when it is deemed necessary but is generally only sent out around the third quarter. The fields used in this letter tally the student credit from the credit count into content area groups and subtract the total credit earned from each group to compute the remaining credit required for each content area.

<table>
<thead>
<tr>
<th>Credit Areas</th>
<th>Total Required credits to graduate</th>
<th>Total credits earned</th>
<th>Remaining credits needed to graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4.0</td>
<td>1.25</td>
<td>2.75</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4.0</td>
<td>4.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Science</td>
<td>3.0</td>
<td>2.50</td>
<td>0.50</td>
</tr>
<tr>
<td>Math</td>
<td>2.5</td>
<td>2.50</td>
<td>0.00</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.5</td>
<td>1.50</td>
<td>0.00</td>
</tr>
<tr>
<td>Elective/Additional</td>
<td>7.5</td>
<td>5.75</td>
<td>1.75</td>
</tr>
<tr>
<td></td>
<td>22.5</td>
<td>17.50</td>
<td>5.00</td>
</tr>
</tbody>
</table>

At the end of third quarter, a senior with 18.5 credits or more is on track to graduate. A senior with less credit will have a very difficult time completing the required coursework prior to graduation. If you have any questions about this letter, please call 718-2000 for assistance.

Sincerely,

Steve Olve

Points to Remember
- It is possible to earn more than 22.5 credits and not be qualified to graduate. This happens when students don’t have the required credits in all of the required content areas. Parents should understand.
- It takes 4.5 credits to earn one 1/4 credit in academic classes.
- 15 credits of credit experience total 15 credits.
- Credits earned through Vocational/Work Experience are recorded as Elective/Vocational credit.
- Any Career Center classes are non-profit degree. Credit can be awarded at the discretion of the school and academic credit. See CEC program for disciplinary descriptions.

Date Printed: Saturday, July 17, 2014
These buttons activate a simple navigation script that changes to the respective fines letters. One is for fines incurred at Benny, the other is for fines incurred at the student school of record.

Schedules
The Schedules file is the main relational file used by the principal and the administration to monitor the student schedule, assign classes and teachers, calculate class loads, monitor state exit exam results, and outside contracts students may have that are in addition to their regular class work. All of the Credit Count fields are linked (relational) to the Credit Count layout in Student Intake. Any field that is listed in multiple databases is either a related field or is a look-up field. The student, student id, homeroom, grade sched, current age, ethnic code, school and counselor fields are also relational fields linked back to Student Intake.

Exit Exam Scripts
The green navigation buttons with various exit exam labels run find sort scripts to locate records of students that have passed one or more exam, all exams, no exams, all exams, math exam results, english exam results, and reading exam results.

After running the script switching to the Homeroom list shows the found students with information regarding the student entry date, student id, grade, counselor, schedule, school, and the exams passed. An x in the box indicates a passing score.
gational scripts to further sort the find by homeroom teacher and print the list for each teacher. More detailed information regarding the student scores for the exit exam are found on the district intranet web site.

### Calculate Classloads

These fields are all calculation fields that are controlled by sub-scripts. To get an accurate count of the classloads the principal runs the Find S.A.V.E. Students script. This is the same script found in Student Intake. The found set is sorted alphabetically. To calculate all teacher loads the navigation button Calculate Classloads is activated. This starts the script “Classload Script”.

Each Subscript looks like the following script:

**Buck classloads**

Perform Script [ { Sub-script “Buck classloads” } ]

Perform Script [ { Sub-script “Mall classloads” } ]

Perform Script [ { Sub-script “Asi classloads” } ], etc...

```plaintext
Buck classloads
Perform Script [ { “Find S.A.V.E. Students” } ]
[ Sub-scripts ]
Set Field [ Buck1 Tally, 0 ]
Go to Record/Request/Page [ First ]
Loop
If [ Teacher 1="BUCK" ]
Set Field [ Buck1 Tally, Buck1 Tally+1 ]
End If
Go to Record/Request/Page [ Next, Exit after last ]
End Loop
Go to Record/Request/Page [ Next, Exit after last ]
End Loop
```

This is a fairly complicated script. It runs a loop for all the found students first it sets the field to zero, then it tallies the student count for each class period for the teacher listed. There is a class load script for every teacher and counselor on staff.
Mail Scripts
This is a combined FileMaker Pro script and an embedded apple script that copies student information to the clipboard, opens up Microsoft entourage, and creates a mail message with the information collected in the copy part of the script. There are three mail scripts one for AM students, one for PM students, and a general one for student withdrawals.

Perform Script [ “amcopy” ]
[ Sub-scripts ]
Perform AppleScript [ Script Attachability: Script Text: “tell application “Microsoft Entourage”
set theTo to “Benson 10-12”
set TheSubject to “Schedule Change AM”
set theBody to (the clipboard)
activate
make new outgoing message at out box folder with properties {content:theBody, subject:TheSubject, recipient:theTo, has html:true}
send
tell application “FileMaker Pro”
activate
end tell” ]

Student Schedule Script
The following script prints the current record student schedule using the layout Schedules w/Credit Count. The script prints the layout but the user remains in the current layout.

Print Student Schedule
Go to Layout [ Schedule w/Credit Count ]
Page Setup
[ Restore setup options, No dialog ]
Print
Go to Layout [ Spreadsheet w/credit count no tally ]

---

**Benson Secondary School Schedule and Credit Count Summary**

**Student Name:** Abeyta, Danila  
**Student Id:** 9104509  
**Age:** 18.07  
**Hometown:** Ireland-Kelly

<table>
<thead>
<tr>
<th>Track</th>
<th>Grade</th>
<th>Subject</th>
<th>Period</th>
<th>Period</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12</td>
<td></td>
<td>1</td>
<td>8:15 -</td>
<td>Bridges</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>9:00 -</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>10:00 -</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td>11:30 -</td>
<td>Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>12:25 -</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td>1:15</td>
<td>English</td>
</tr>
</tbody>
</table>

**Effective Date of Schedule:** 9/2/2003  
**Revision Date:** 9/2/2003

**CREDIT COUNT**

**Social Studies (4.0)**

- Int. Hist 1
  - 2003 SS
  - 2003 SS
  - A
- Int. Hist 2
  - 2003 SS
  - 2003 SS
  - A
- Int. Hist 3
  - 2003 SS
  - 2003 SS
  - D
- Int. Hist 4
  - 2003 SS
  - 2003 SS
  - B

**Science (3.0)**

- Earth Science
  - 2003 SS
  - 2003 SS
  - C
- US History
  - 2003 SS
  - 2003 SS
  - D

**Math (2.5)**

- Algebra
  - 2003 SS
  - 2003 SS
  - C
- Math
  - 2003 SS
  - 2003 SS
  - D

**P.E./Health (1.5)**

- P.E.
  - 2003 SS
  - 2003 SS
  - C

**Exams Passed**

- Math
- Writing

**Total Credit Earned:** 17.5

---

---
Student Rosters

There are several scripts and sub-scripts that may be run in conjunction with each other or separately by teacher that will create a column view printout of the teacher roster by period. They are: Print All Rosters, “Teacher Name” Roster, and “Teacher Name Period” Roster. The Print All Rosters script runs for all teachers for all class periods [(8x5)+7=47].

Print All Rosters

Print All Rosters
Enter Browse Mode
Show All Records
Perform Script [ “asi 1” ]
[ Sub-scripts ]

asi 1
Enter Browse Mode
Go to Layout [ Class List by Period 1 ]
Page Setup
[ Restore setup options, No dialog ]
Perform Find [ Request 1: Student intake information:: School Save, Teacher 1 asi ]
[ Restore find requests ]
Sort [ Sort Order: Student Name (Ascending)Teacher 1 (Ascending)Class 1 (Ascending) ]
[ Restore sort order, No dialog ]

Print
Perform Script [ “asi2” ]
[ Sub-scripts ]

Print
Perform Script [ “asi3” ]
[ Sub-scripts ]
Print
etc...

Perform Script [ “pope2” ]
[ Sub-scripts ]
Print
Go to Layout [ Schedule w/Credit Count ]

Rosters by Teacher

Asi Rosters
Enter Browse Mode
Show All Records
Perform Script [ “asi 1” ]
[ Sub-scripts ]

Go to Layout [ Class List by Period 1 ]
Page Setup
[ Restore setup options, No dialog ]
Perform Find [ Request 1: Student intake information:: School Save, Teacher 1 asi ]
[ Restore find requests ]
Sort [ Sort Order: Student Name (Ascending)Teacher 1 (Ascending)Class 1 (Ascending) ]
[ Restore sort order, No dialog ]

Enter Browse Mode
Page Setup
[ Restore setup options, No dialog ]
Print
[ No dialog ]
Perform Script [ “asi2” ]
[ Sub-scripts ]
Page Setup
[ Restore setup options, No dialog ]
Print
[ No dialog ]
Perform Script [ “asi3” ]
[ Sub-scripts ]
Print
[ No dialog ]
Perform Script [ “asi4” ]
[ Sub-scripts ]
Print
[ No dialog ]
Perform Script [ “asi5” ]
[ Sub-scripts ]
Print
[ No dialog ]
Go to Layout [ Spreadsheet w/credit count no tally ]
Print Homerooms

This script, run from the layout “cc.sched.classloads”, creates the homeroom lists for the faculty and staff. This script is a series of sub-scripts combined into one script.

printhomerooms
Perform Script [ "asihrsort" ]
[ Sub-scripts ]
asihrsort
Enter Browse Mode
Go to Layout [ Home Room List ]
Page Setup
[ Restore setup options, No dialog ]
Perform Find [ Request 1: Student intake information::School Save, Homeroom: asi ]
[ Restore find requests ]
Sort [ Sort Order: Sched (Ascending), Student Name (Ascending) ]
[ Restore sort order, No dialog ]
Print
[ No dialog ]
Perform Script [ "bridgeshrsort" ]
[ Sub-scripts ]
bridgeshrsort
Enter Browse Mode
Go to Layout [ Home Room List ]
Page Setup
[ Restore setup options, No dialog ]
Perform Find [ Request 1: Student intake information::School Save, Homeroom: bridges ]
[ Restore find requests ]
Sort [ Sort Order: Sched (Ascending), Student Name (Ascending) ]
[ Restore sort order, No dialog ]
Print
[ No dialog ]
Perform Script [ "buckhrsort" ]
[ Sub-scripts ]
Perform Script [ "ikhrsort" ]
[ Sub-scripts ]
Perform Script [ "mallhrsort" ]
[ Sub-scripts ]
Perform Script [ "marcumhrsort" ]
[ Sub-scripts ]
Perform Script [ "neumanhrsort" ]
[ Sub-scripts ]
Perform Script [ "rumpshrsort" ]
[ Sub-scripts ]
Perform Script [ "stuckihrsort" ]
[ Sub-scripts ]
Go to Layout [ cc.sched.classloads ]

Benson Vocational Information

This file is used by the counselors to keep track of student progress with vocational classes at the King Career Center and with student work site progress. Students earn one quarter of elective credit for every 56 hours of work on the job. The fields for the parent and address information are relational and are from the student Intake file. The fields for total hours are calculations that add the hours and subtract 56 every time that the current Ending Hours causes the running total to equal or exceed 56 hours. The counselors can find all students assigned to them by running a preset find script:

Whitley Find Script
Enter Browse Mode
Go to Layout [ Layout #1 ]
Page Setup
[ Restore setup options, No dialog ]
Perform Find [ Request 1: Schedules::Counselor whitley ]
[ Restore find requests ]
Unsort

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•14
S.A.V.E. Attendance and Daily Attendance files

These two files are inextricably linked to each other. They also rely on the Student Intake and the Schedules file for relational information.

Find absent/tardy students

There is a similar script for each quarter and a layout for each quarter.

Find absent/tardy students 1st
Enter Browse Mode
Go to Layout [ First Quarter ]
Page Setup
[ Restore setup options, No dialog ]
Sort [ Sort Order: Student (Ascending) Absence 1 (Descending) Absence 2 (Descending) Absence 3 (Descending) Absence 4 (Descending) Absence 5 (Descending) Absence 6 (Descending) Absence 7 (Descending) Absence 8 (Descending) Absence 9 (Descending) ]
[ Restore sort order, No dialog ]

The student information is relational and is from the Student Intake file.

The absence fields are relational with the Daily Attendance file. This file is the parent the Daily Attendance file is the child. The return to main page is a simple navigation script:

Return to main page
Enter Browse Mode
Go to Layout [ splash page ]

Find a student goes to the same layout as Find absent/tardy but is specific to finding a select record. There is a corresponding script and layout for each quarter.

Find Student 1st
Enter Browse Mode
Go to Layout [ First Quarter ]
Enter Find Mode
[ Request 1: Student Intake::School Save ]
[ Restore find requests, Pause ]
Page Setup [ No dialog ]
Sort [ Sort Order: Student (Ascending) ]

Attendance Award

This is a simple navigation script that is run after finding all students that have perfect attendance for the selected time period. The layout shows the student name in first, last order with the month and day. This is printed on a preprinted form.

attaward

Enter Browse Mode
Go to Layout [ Attendance award ]
Page Setup [ Restore setup options, No dialog ]
Daily Attendance

Is a temporary file that is updated every morning to reflect the currently enrolled students and any schedule changes that have occurred. This file is interesting in that it is what you don’t see that sets up what you do see. This file has many hidden layouts. They are used by scripts to present to the user the data and the layout that is accessed to take roll. There is also a layout for the attendance secretary to view the absences and make notes that are stored in the S.A.V.E. Attendance file.

Credit Counts

This is a simple navigation script that opens up the file “Schedules” in a layout showing the current student schedule and credit count.

The script to find students for Asi period one looks like the following:

asi1.1

Enter Browse Mode
Go to Layout [ Asi Per 1 ]
Page Setup
[ Restore setup options, No dialog ]
Perform Find [ Request 1: Teacher 1 asi ]
[ Restore find requests ]
Sort [ Sort Order: Student Name (Ascending) ]
[ Restore sort order, No dialog ]

The teacher sees the layout Asi Per 1, but the find request uses the layout Teacher 1 with a find on asi. The difference in the layouts is that the sorts can be changed for changes in staff in the Teacher 1 layout. Each teacher has a script for each period they teach and a class layout for each class period.

The attendance secretary uses the layout admin att layout for most of the attendance issues. She has multiple finds and sort scripts depending on the need at the time. The View absent/tardy students script finds any student that is marked absent or tardy. There is a similar layout for each quarter.

View absent students with schedule1

Enter Browse Mode
Go to Layout [ admin att layout 1st ]
Page Setup
[ Restore setup options, No dialog ]
Perform Find [ Request 1: Absent1 Tardy; Request 2: Absent1 Absent; Request 3: Absent2 Tardy; Request 4: Absent2 Absent; Request 5: Absent3 Tardy; Request 6: Absent3 Absent; Request 7: Absent4 Tardy; Request 8: Absent4 Absent; Request 9: Absent5 Tardy; Request 10: Absent5 Absent; Request 11: Absent6 Tardy; Request 12: Absent6 Absent; Request 13: ]
[ Restore find requests ]
Sort [ Sort Order: Student Name (Ascending) ]
[ Restore sort order, No dialog ]
There are two other scripts like this that take the attendance secretary to the respective AM or PM sorts for absent and tardy students. They are AM Absence Layout and PM Absence Layout.

In this layout the attendance secretary has access to all the student information needed to make phone calls to parents or guardians, the schedule and the related fields from the S.A.V.E. Attendance file to record the date and reason for the absence.

Parent Call In Script
This script also has a quarterly component. The button is updated to the correct quarter as needed to direct the user to the layout specific to that quarter. This is a simple navigationo script with an alpha sort on all students currently enrolled in the school.

Parent Call In 1
Go to Layout [ admin att layout 1st ]
Page Setup
[ Restore setup options, No dialog ]
Show All Records
Sort [ Sort Order: Student Name (Ascending) ]
[ Restore sort order, No dialog ]

Print Script
This script finds all the absent and tardy students, sorts them, and prints a layout called Alpha List. When this script is activated the user sees no change in the layout when the script is complete. There are several variations of this script. One prints all the found records, another finds only the morning students and another finds the afternoon students.

print script
Perform Script [ Sub-scripts, “Alpha List” ]

Alpha List
Perform Find [ Request 1: Absent1 Tardy; Request 2: Absent1 Absent; Request 3: Absent2 Tardy; Request 4: Absent2 Absent; Request 5: Absent3 Tardy; Request 6: Absent3 Absent; Request 7: Absent4 Tardy; Request 8: Absent4 Absent; Request 9: Absent5 Tardy; Request 10: Absent5 Absent; Request 11: Absent6 Tardy; Request 12: Absent6 Absent; Request 13: ]
[ Restore find requests ]
Perform Script [ Sub-scripts, “View absent students with schedule1” ]
Go to Layout [ Alpha List ]
Page Setup
[ Restore setup options, No dialog ]
Enter Preview Mode
Print
[ No dialog ]
Perform Script [ Sub-scripts, “back to welcome” ]

back to welcome
Enter Browse Mode
Go to Layout [ Welcome Page ]
Page Setup
[ Restore setup options, No dialog ]
Show All Records
Blue Cards

Every teacher has a file to record student contracts and progress. This file is generally referred to as a “Blue Card.” The name of the file is a holdover from the paper and pencil days when an actual 5x8 blue card was used to record student progress. Some teachers still use the old method but are required to update the electronic bluecard at a minimum of once per ratings period with the total points the student has earned during that period. Most teachers use the electronic method. The bluecard is accessed using the Benson Database File layout, appropriately named, bluecards.

Each teacher has at least one bluecard, some have multiple bluecards for keeping track of different courses for the same student. This file has several ways to navigate through the layouts. The simplest way to navigate the file is to use the splash page. Some users have discovered how to have the file open up to their preferred layout in the current ratings period and bypass this page completely by setting up the layout navigation in the file preferences. A typical bluecard is shown below:

Blue Card Layout

This layout has fields for the student name, homeroom teacher, parent contact, class, period, date of contract, standard, assignment, assessment tool, course points (report card), study skills, rating points, report card totals, and subject/notes. The course point and study skills points add up and are totalled in the ratings points field. The report card fields are used as a running total for keeping track of report card points. Any points extra report card points or points not used for a report card are considered dangling hours and are tallied in the dangling hours layout. These are eventually matched up with other hours from similar classes to create a report card. There is a corresponding layout for each rating period.
Some teachers like to see the past history from the previous month along with the current rating period. This layout shows the current rating period on the top half of the card along with the previous rating period below it. This is helpful to the because you can see where study skills points were awarded instead of ratings points and you can adjust the fields accordingly when the student has corrected an assignment or passed a test that brings the work in question up to standards. Study skills points are used to give credit for work completed that does not quite make the grade for a report card. These points can be converted to report card points by doing the assignment over and passing the chapter test.

Monthly Ratings Point Users

Some teachers are still reluctant to trust technology and will only do the minimum that is acceptable to comply with the rating database system. These teachers only want to put in the totals once a rating period and track their students using Luddite methods. For these teachers there are special layouts for the spring and fall semesters that allow them to enter the monthly total for the student and still have the points tally correctly on the ratings database. This layout contains fields for the course point (credit) study skills points and a tally column - ratings points.

Textbooks

Accounting for textbooks is always an issue for teachers. This file has a layout specifically for the teacher to see who has been issued what book. This layout is named Class List/Textbook Issue. The fields in this layout are Student Name, Period, Home-room, Class/Subject and Textbook Issued.
Progress Reports

Students are supposed to be aware of how many points they have at any given point in the ratings period. This is often not the case. For this reason there is a layout named Progress Report that may be printed out.

Students that are on academic probation may be required to have this filled out on a weekly basis to show to their counselor and or parent/guardian.

Monthly Ratings Totals

The layout Names, Homeroom, Monthly Totals provides a quick spreadsheet on student progress by ratings period for the teacher. Some teachers like this layout because it provides a quick reference of student progress when dealing with student or to check on overall progress for the year to date.

Exam Results

Teachers have multiple ways to check to see if a student has passed the HSGQE. The layout Exam Results is relational to Student Intake and provides access to the exam results field without changing files.
Ratings Database

The Ratings Database is the file that organizes the progress of the students for all the classes that the student may be enrolled in over the course of the school year. The ratings database periods roughly correlate to the months of the school year taking into account school holiday and vacation days. This file is relational and uses lookups to collect the student information. Students receive a copy of this file a minimum of once per rating period. The homeroom teachers print the records to hand out to the student on general meeting day. Students that earn 100 points or more in one rating period are considered honor roll and receive achievement certificates, flowers and movie tickets depending on how many points they received in the rating period.

This file has three layouts that can be used to generate reports for students. There is a layout for the first four rating periods in the fall, the second four rating periods in the spring, and a layout for the last rating period. The points are updated daily using a script named “lookup” lookup

The point totals for the “Credit” and “StSk” columns are lookups. The “Ratings” column is a tally field. The area at the lower portion of the layout labeled “Total Credit” tallies the respective column.

We have an honor roll form that is preprinted. There is an honor roll layout for each rating period that is used with this form. There is a variation of the following script for each rating period that finds and sorts the records to be printed.

honoroll 1
Enter Browse Mode
Go to Layout [ Fall ratings ]
Page Setup
[ Restore setup options, No dialog ]
Perform Find [ Request 1: total ratings 1 >99, School Save ]
[ Restore find requests ]
Sort [ Sort Order: total ratings 1 (Descending) student name (Ascending) ]
[ Restore sort order, No dialog ]
Go to Layout [ 100club 1 ]

Student progress totals by rating period.
If a teacher wants to see just the student totals there is a layout with each rating period total and other information pertinent information including the student schedule (AM or PM), homeroom, and counselor.
Students that do not make the grade during a given rating period have letters sent home regarding the lack of progress. This letter stands as a written warning that the student needs to improve performance or be at risk for removal from school for a defined period of time. The layout “failure notice” is a letter of academic probation that is sent home to the parent or guardian of the student that is under performing. Students that fail to make the minimum points required for two rating periods are required to meet with their teachers, counselor and parent or guardian to determine the future of the student at the school.

Notice of Academic and/or Vocational Probation

________________________ has failed to complete the required academic and/or vocational work at Benny Benson Secondary School during the month of November. If this student fails to complete minimum requirements at the end of any other month during this school year, the student will be withdrawn from Benny Benson Secondary School for forty five (45) school days. This policy is defined on the Benny Benson Secondary School Commitment Form signed by both student and parent. Call the student’s homeroom teacher if you have questions.

Teacher_________________________ Stucki @ 742-2050

A copy of this notice has been given to ___________________________ and put in her/his file.

Ratings 1 2 3 4 5 6 7 8 9
41 36 3 76 94 107 61.5 72.5

Student Portal
This file is also a relational file. It is used to determine how many points a student needs to earn each rating period to remain on track to graduate on time. There are fields that are used to input the number of rating periods for the student target graduation date and fields for points that have not yet been used toward a report card. This file then calculates the number of points per area needed to graduate by subtracting the number of unused points from the total credit needed and dividing the total by the number of rating periods. This layout has a worksheet that can be used by the student and teacher to recalculate the goals as the student earns credit through the year.

There is also an area to calculate work experience credit and vocational school credit. This shows the student the expected progress that is needed to be successful in meeting the graduation goal.

•22
This file has scripts that the teachers can run to find and sort students assigned to them for homeroom. This makes it easier for them to print only the records of students they have in their homeroom without having to create their own sort. There is a variation of this script for all homerooms.

```
mall hr
Enter Browse Mode
Go to Layout [ Grad Plan ]
Page Setup
[ Restore setup options, No dialog ]
Perform Find [ Request 1: School save, Homeroom mall ]
[ Restore find requests ]
Sort [ Sort Order: Name (Ascending) ]
[ Restore sort order, No dialog ]
```

Benson Database Survey

This Benson Database improves the performance and efficiency of my job.

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
</table>

The Benson Database is easy to understand.

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
</table>

The student schedule with the credit count on it is helpful to me and my students.

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
</table>

I use the report card files when writing report cards.

<table>
<thead>
<tr>
<th>Yes</th>
<th>Sometimes</th>
<th>Never</th>
</tr>
</thead>
</table>

I would use more of the Benson Database if training was available on how to use it.

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
</table>

From the following list select the part of the database that is most helpful to you, Why?

What would you like to see changed or added to the Benson Database?