

# The Using the Power of MTG

Windows®  
Version 9.6s



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## Using MTG for Progress Notices

### Building the library of comments:

In order for you to not have to retype all the comments, Please see the attached Progress2006.mtg attached to this email.

- Save the file to your desktop but do not open it
- Open MTG and one of your current gradebook file
- Click on the pull down menu "SPECIAL"
  - Click on "Build the Line Library"...this is where you define your comments.
  - Click Import / Navigate to your desktop / click on the Progress2006.mtg file you saved from the email
  - Click Done
  - If you want to add addition / personal comments, feel free.
  - Save
- You will follow these steps for all additional gradebook file.

### Apply comments to individual students:

To apply a comment to a specific student...

- With a gradebook file open, Click on "SPECIAL" at the top of the list
- Click on the first selection, "Attach Individual Student Comments". You will need to have a print out of your comments to know what Number to type.
- Select the student you want to attach a comment to, type the number(s) separated by a comma that reflects your line library.

FINALLY, it's time to set up your class roster!  
Please enroll your students here, LAST NAMES FIRST.  
(ENTER moves to a new cell; SHIFT + ENTER moves to a new line.)

Student	Line Library	
Last Name	First Name	Comments
1. Archer,	Dennis E.	1, 2, 3
2. Bowles,	Charles A.	
3. Chancellor,	James L.	
4. Dickerson	Michael R.	
5. Garcia,	Eugene F.	
6. Glenn,	Helen B.	
7. Gray,	Kathleen R.	
8. Howard,	Stacey E.	

DON'T alpha-betize/sort.  
 ALPHA/SORT

Samples  
Cancel  
Update  
Previous  
Done!

These comments will appear when you export for posting on LearningPoint.

If you want to check, export (like normal) but prior to posting on LearningPoint, open the folder "grades for posting" and click on Classes.htm. When page appear, type in a student's name, comments are at the very end of the report.

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## To enter Citizenship and Work Habits

You will need to Customize Letter Grade Entry

- Click the pull down menu "SPECIAL" and choose CUSTOMIZE letter grade entry
- Add Work Habits and Citizenship

**CUSTOMIZING LETTER GRADE ENTRY**

In addition to the preset marks of INC, EXC, TRU, CHT, DRP, and /, you may create as many as 20 unique score entries for this class (3 characters max). Each must begin with a LETTER or SYMBOL, and each must be defined "computationally." Otherwise, let your imagination (and the Samples button below) be your guide!

CODE	DESCRIPTION	EXC	INC	"0"	%
PLG	Plagiarized This Work!	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0.0
NYI	Work Not Yet Handed In	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	0.0
FPS	Forged Parent Signature	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0.0
WH	Work Habit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0.0
CIT	Citizenship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0.0

Buttons: Samples, Cancel, Import, Done

- Add An Assignment
  - If you are using categories with weight, just add the categories with 0%

**ADDING ASSIGNMENT 36**

Title:

Category Code: WH

Code	Description	%
MAT	MATERIALS CHECKS	5.0
SPL	SPELLING/VOCAB DEV	10.0
LIT	LITERARY ACTIVITIES	15.0
WRT	WRITING ASSIGNMENTS	15.0
ORL	ORAL PRESENTATIONS	10.0
GRM	GRAMMAR EXERCISES	10.0
COM	COMPUTER LITERACY	10.0
PAN	PARENT NOTIFICATIONS	25.0
WH	Work Habits	0.0
CIT	Citizenship	0.0

Buttons: Categories, Scanner, Cancel, Import, Next

Untitled

ASSIGNMENT NUMBERS-->	1	2	3	4	5	6	7	8	9	10	CURRENT
ASSIGNMENT CATEGORIES-->	WH	CIT									STUDENT
ASSIGNMENT VALUES-->	0	0									TOTALS

  

1	Sample Kid	S	S								N/A
AVERAGE SCORES:		N/A	N/A								
AVERAGE PERCENTS:		N/A	N/A								

Buttons: FIND, SCORES

	ASSIGNMENT TITLES	POINTS	ITEMS	X-FACTORS
1	Work Habits	0	0	1.000
2	Citizenship	0	0	1.000
3				