Chapter 12

Working with Grades

T.O.M. Routing allows you to assign grades to any of the students in your District. As you will see later in this chapter, you can then include these grades into "grade groups" that allow you to organize your District even more efficiently. For more information about grade groups, see Chapter 13: Working with Grade Groups.

Accessing Grades

Grades are accessed from the T.O.M. Routing Main Menu, as shown Figure 12-1. From the File menu, choose the Other menu and then the Grades command. The Grades Search screen is displayed (Figure 12-2).
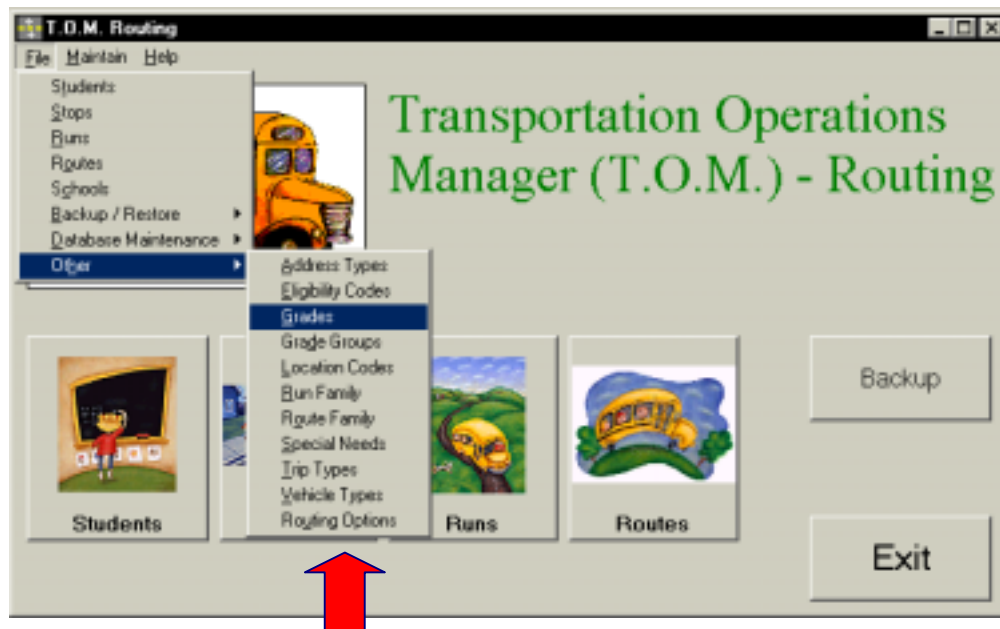

Figure 12-1. Accessing Grades

Using the Grade Groups Search Screen

The Grades Search screen (Figure 12-2) displays the grades you have already set up in T.O.M. Routing. To find a grade, scroll through the list using the vertical scroll bar, if necessary.
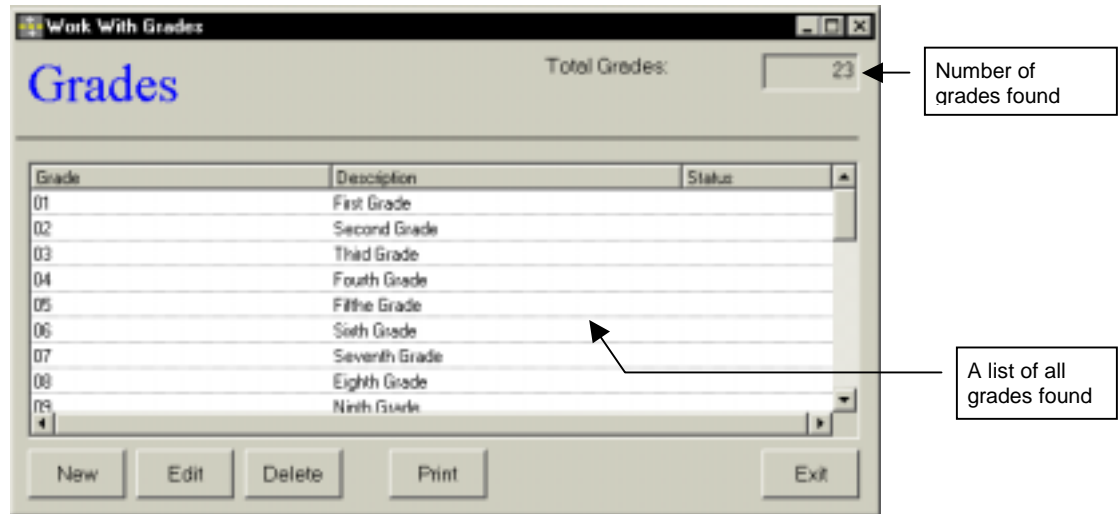
See Table 12-2 for field descriptions

Number of grades found

A list of all grades found

Figure 12-2. The Grades Search Screen

From the Grades Search screen (Figure 12-2), you can add a new grade, edit an existing grade or delete all but the system (default) grades. You can also print a complete list. See Table 12-1 for details.

Table 12-1. Grades Search Screen Options (Figure 12-2)

Field	Description
Total Grades	Displays the total number of grades found in your T.O.M. Routing database, including both active and inactive.
Grade	The grade is a code assigned to a particular school grade, such as 01 for First Grade or KG for Kindergarten. There are several default grades: [Lisa: What are they?], as well as grades you add using the New button. See Table 12-2 for additional details.
Description	The description field provides a clarifying description for the grade. See Table 12-2 for details.
Status	Displays whether the grade is active or inactive. See Table 12-2 for details.
New	To add a new grade, click the New button. See Adding a New Grade for details.
Edit	To edit an existing grade, select it in the list and then click the Edit button, or simply double-click the grade in the list. See Editing an Existing Grade for details.
Delete	To delete an existing grade, select it in the list and then click the Delete button. See Deleting an Existing Grade for details.
Print	Prints a list of all grades.
Exit	Closes the Grades screen.

Using the Grade Groups Maintenance Screen

See Table 12-2
for field
descriptions

Saves and
then exits

Exits without
saving

Figure 12-3. The Grades Maintenance Screen

Table 12-2 describes options in the Grades Maintenance screen.

Table 12-2. Grade Maintenance Screen Options (Figure 12-3)

Field	Required?	Limitations	Description
Grade	Yes	20 characters (letters, numbers or both)	The grade is a code assigned to a particular school grade, such as 01 for First Grade or KG for Kindergarten. Some grades might indicate morning or afternoon sessions or special classes, such as Head Start. There are several default codes: [Lisa: What are they?], which cannot be deleted.
Description	No	50 characters (letters, numbers or both)	The description field provides a clarifying description for the grade. Enter the description as you wish it to be sorted in a list or searched in the database. For example, if you wish to focus on the class aspect, such as Kindergarten, put this word first in the description. However, if you wish to focus on the time of day, put that first, such as morning or afternoon. See the description shown in Figure 12-3.
Grade Group	No	Select from drop-down list	This field allows you to add the grade to a grade group, which helps you organize and manage the grades in your District. See Chapter 13: Working with Grade Groups for complete details about working with this useful feature.
Active Checkbox	Yes	Checked or unchecked	This checkbox determines if the grade is active (checked) or inactive (unchecked). It allows you to make a grade inactive without deleting it from the database. To use it again later, simply check this option to make it active. It is also useful during a search when you want your search results to show records with only active or inactive grade.

Adding a New Grade

1. Click the New button on the Grades Search screen (Figure 12-2). The Grade Maintenance screen is displayed (Figure 12-4). This screen allows you to enter the new grade and description. The new grade is checked active by default. See Table 12-2 for details.

Figure 12-4. Adding a New Grade

2. To save the new grade, click the OK button. To close the screen without creating the grade, click the Exit button.

Editing an Existing Grade

1. Select the grade you wish to edit on the Grades Search screen and then click the Edit button (Figure 12-2). The Grade Maintenance screen is displayed (Figure 12-5). This screen allows you to make changes as described in Table 12-2.

Figure 12-5. Editing an Existing Grade

2. To save your changes, click the OK button. To close the screen without saving the changes, click the Exit button.

Deleting an Existing Grade

1. Select the grade you wish to delete on the Grades Search screen and click the Delete button (Figure 12-6).
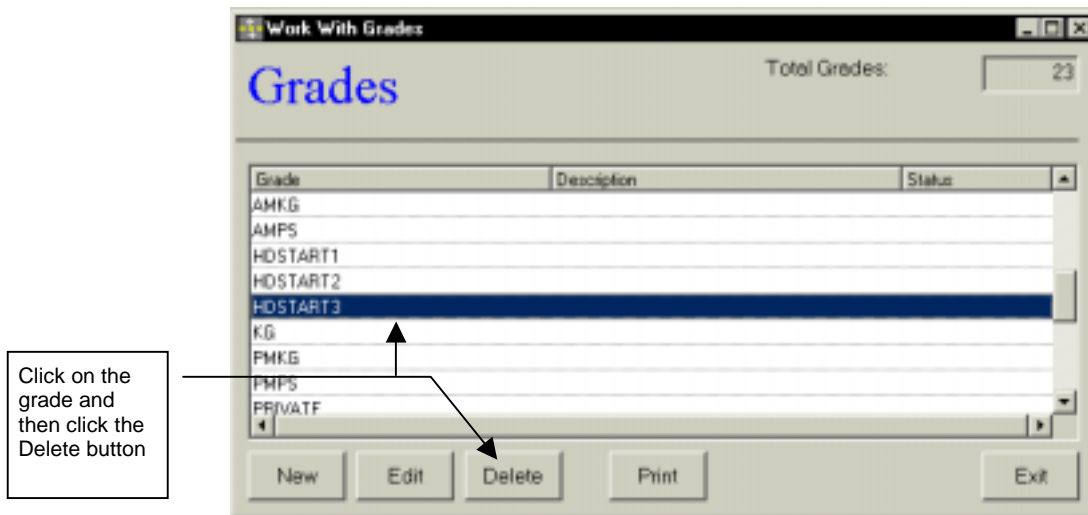

Figure 12-6. Deleting an Existing Grade

2. Click Yes to confirm that you want to delete this grade from the T.O.M. Routing database; otherwise, click No (Figure 12-7).
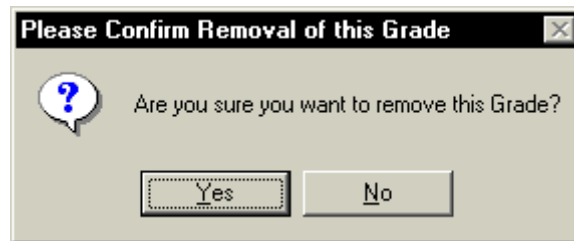

Figure 12-7. Confirming the Grade Deletion

NOTE: You cannot delete a system (default) grade (see Table 12-2) or a grade that is currently being used. Figure 12-8 shows an error message indicating the grade is still in use.

Figure 12-8. A Typical Grade Error Message