School
Mailer

Scott,
Foresman
School
Management
Applications

EQUIPMENT INVENTORY

MAILING LISTS AND LABELS

SCHEDULE ANALYSES

PROCUREMENT PLANNING AIDS

ATTENDANCE ACCOUNTING REPORTS

TEST SCORE ANALYSES

CLASS AVERAGES AND RANKINGS

PARENT GROUP DIRECTORY

ATTENDANCE-AREA MEMBERSHIP LISTS

REPORT CARD DATA MANAGEMENT

RAW SCORE CONVERSIONS

ITEM ANALYSES

FREQUENCY DISTRIBUTIONS

PROPOSED PAY-SCALE COMPARISONS
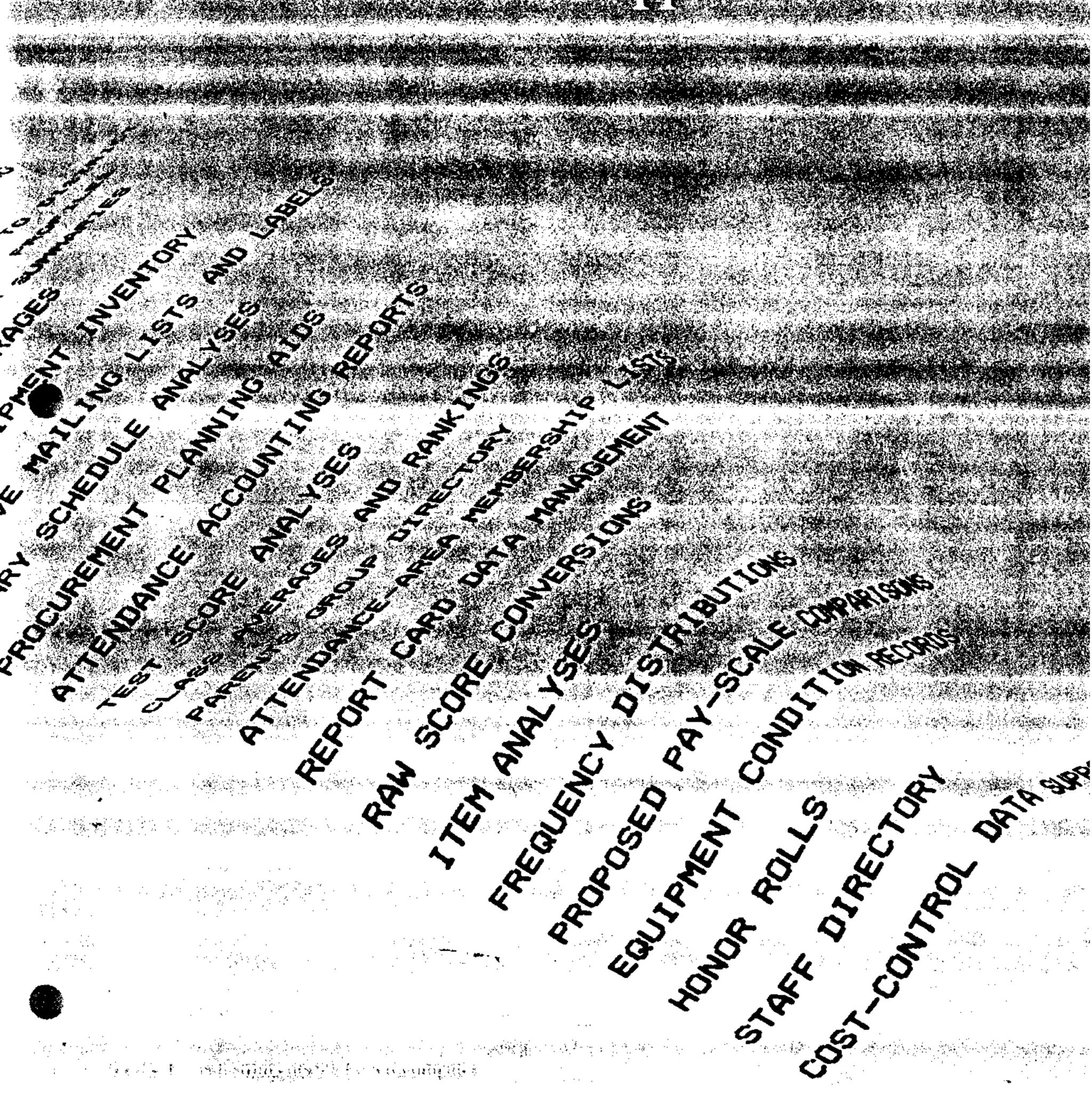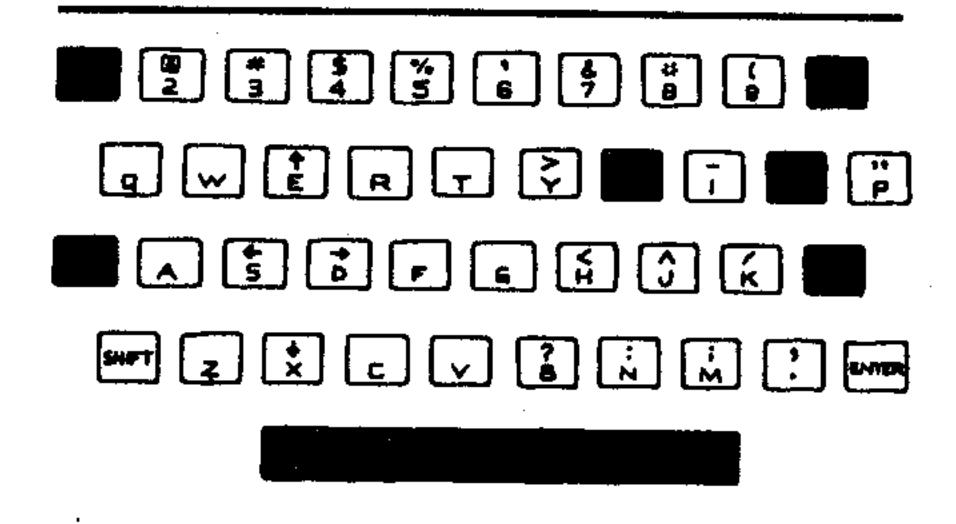
EQUIPMENT CONDITION RECORDS

HONOR ROLLS

STAFF DIRECTORY

COST-CONTROL DATA SUPP

Keyboard Reminders

The keys highlighted in the diagram *do not function like corresponding typewriter keys:*

1. You cannot substitute the letter *L* for the number *one*.
2. You cannot substitute the letter *O* for a *zero*.
3. You cannot use the underscore key (SHIFT-U) to underline. It erases characters and replaces them with a dash.
4. The space bar and space key both erase characters as they create spaces.
5. All punctuation keys except the period require the use of the SHIFT key as you press the punctuation key.
6. The SHIFT key is not used for capitalizing. In this manual, the word SHIFT before the name of a key (as in SHIFT-D) means that both keys must be pressed simultaneously to activate a certain command or character.

Special Command Keys

Of the command and editing keys, including those labeled on the keyboard overlay, the ones below are available to help users of *School Management Applications:*

1. **ENTER** signals the computer to accept the data that have just been typed and that are displayed on the video monitor screen.
2. **SHIFT-S (LEFT)** moves the cursor one space to the left each time both keys are pressed. The characters passed over are not erased.
3. **SHIFT-D (RIGHT)** similarly moves the cursor one space to the right each time, again without erasing characters.
4. **SHIFT-F (DEL)** deletes whatever character is beneath the cursor when both keys are pressed. The space is automatically closed up.
5. **SHIFT-G (INS)** allows you to insert one or more characters, beginning from the point where the cursor is placed when SHIFT-G is first activated.
6. **SHIFT-T (ERASE)** and **SHIFT-C (CLEAR)** both erase the entire field of data in which the cursor is when either command is activated.
7. **SHIFT-Q (QUIT)** abruptly terminates a program and restores the preliminary Texas Instruments title display to the monitor screen. *This command can cause loss of data and therefore should only be used to stop an application in case of unusual erratic performance by a module.* To restore the preliminary display after ending an application, simply remove the module and switch the console off and then on to reset it before inserting the next module.

School Mailer

Scott, Foresman School Management Applications

Developed by ESI, Inc.
St. Paul, Minnesota

This Scott, Foresman *School Management Application* module is designed for use with the Texas Instruments 99/4 microcomputer. A disk controller, two disk drives for 5¼-inch diskettes, an RS-232 interface, and a printer must be used with this module.

The Scott, Foresman *School Management Applications* were developed in conjunction with ESI, Inc., a firm that provides a variety of professional services for local, state, and Federal educational agencies, and for corporations engaged in developing technological products for education. Founded in 1968 as an educational consulting and evaluation group, ESI has come to focus its staff's professional expertise in educational computing on the development of computer software for education, training, and administration.

Component	Serial Number	Purchase Date
TI 99/4 Microcomputer		
Video Display Monitor		
RS-232 Interface		
Disk Controller		
Disk Drive 1		
Disk Drive 2		
Printer		
Optical Card Reader		
RF Video Modulator (needed with TV sets)		

Contents

Part 2:
Using *School Mailer*

How This Application Can Help You

School Mailer is designed to help you maintain current student and parent information by providing a convenient way to store a student's record, to correct it if necessary, and to print up-to-date mailing labels or student rosters. For each student the computer can store name, grade, room number, sex, parent or guardian name, street address, city, state, and ZIP Code, as well as other information coded to fit your school's specific needs. Once the data have been entered, this application can produce lists of students grouped and subdivided by the computer in various ways according to your instructions. These lists can be printed on perforated paper which can be separated and filed as 8½-by-11-inch sheets, or on sheets of self-adhesive mailing labels. With *School Mailer,* you can locate, update, or delete records, print reports, or prepare mailing labels in much less time than you would need to do the same job with a manual filing system and typewriters.

A flexible, user-defined "Optional Field" of ten characters (see pages 36–37) is provided so that you can record special information about students, such as honor status or activity club membership, and print rosters or labels keyed to such student groups. You can also use this field to print lists or mailing labels for staff members by creating codes in one of the field positions to identify teachers (for example, *T*), administrators (*A*), maintenance workers (*M*), and so on.

Using this application, you can instruct the computer to sort or organize student records for reports in any of the following ways:.
1. Alphabetically
2. Alphabetically by ZIP Code
3. Alphabetically by room number
4. Alphabetically by grade

Any of these groupings can be further subdivided to determine exactly which student records should appear on a list. For example, if you wanted a list of all the boys attending the seventh grade, grouped alphabetically by ZIP Code, you would choose Option 2 above, and then indicate to the computer that you wish to print information only for those students with an entry of 7 in the grade field and M in the sex field.

Diskette Data Limits
School Mailer requires *two* diskettes which can jointly store up to 600 names and addresses with related information. Once you have entered information on a pair of diskettes, it is essential for any subsequent sessions that you always place each diskette in the same disk drive where it was originally used. If the DRIVE 1 and DRIVE 2 diskettes were ever switched accidentally, the message WRONG DISKETTE IN DRIVE 1 would appear on the monitor. The drive to which a diskette is assigned should always be indicated on its label (see page 21). Maximum data capacity is explained further under "Building a New Mailing List" (page 41).

The Main Procedures
There are six main procedures in *School Mailer:*
1. If you are starting with blank diskettes, you must first enter names, addresses, and other desired information about each student.
2. At any later date, you can add new students as necessary.
3. You can display, correct, and delete individual records at any time.
4. You can have mailing labels or student rosters printed after selecting any of various options on how to organize or group the records. You may also use the "Subset Option" (see page 45) to subdivide your mailing list into even more specific groups, such as mailings only to parents of incoming students.
5. You can automatically advance each student to the next grade by having the computer add one to the grade level number for every student in a given grade. At the end of a year, this procedure can eliminate the job of changing each record individually.
6. Similarly, all the student records at whichever grade you specify can be deleted in one step. *This procedure should be used with great care,* but it is an easy way to erase the records of a graduating class.

You can select any of these operations from the main menu, headed SCHOOL MAILER (see page 42). Whenever you wish to end a work session, you should return to this menu and press E and then ENTER to stop the application. The use of the E key to *end* activities is explained further below the main menu.

The *School Mailer* Reports

This application produces three main types of reports, each having several variants: Report 1, "Mailing Labels"; Report 2, "All Data for Each Student Listed"; and Report 3, "Selected Data for Each Student Listed."

The mailing labels of Report 1 can be addressed and sorted in various ways (see pages 44–45). The following sample shows labels addressed "To the parent or guardian of:" a student. They were sorted alphabetically by a nine-digit ZIP Code for a bulk mailing.

Report 2 (page 46) gives all the information stored for every student or for any individual or group of students you choose. You again have a choice of how the records should be grouped. The sample shown below is an alphabetical list of the sixth-graders in room C146, plus their teacher.

Record Number

```
08/28/82

       ALPHABETICAL LISTING BY GRADE
         TRITON UPPER GRADE CENTER

GRADE:  6                      ROOM: C146



                                GRADE  6

JEFFERSON, WALTER         8
GRADE  6   ROOM C146   SEX M
JEFFERSON, MR. & MRS. ERNEST
36412 AUGUSTANA BLVD.
GLENVIEW,        IL  555558888
M11H 2 4


LOPEZ, CARMEN             10
GRADE  6   ROOM C146   SEX F
LOPEZ, MR. & MRS. SIMON
625 OAK ST.
GLENVIEW,        IL  666669999
P33B 1P1


NELSON, MR. ARTHUR P.   16
GRADE  6   ROOM C146   SEX M
TEACHER,
915 S. ELM ST.
GLENVIEW,        IL  666669999
    T


WILLIAMS, JOAN            4
GRADE  6   ROOM C146   SEX F
WILLIAMS, MR. & MRS. CARLTON
2315 WHIPPOORWILL LN.
GLENVIEW,        IL  666669999
C 2H 1P1


TOTAL NUMBER OF RECORDS ON THIS REPORT: 4
```

Report 2

```
TO THE PARENT OR GUARDIAN OF:
DOMINICK FERRARA
338 JAMIESON AVE.
GLENVIEW,        IL   444448888


TO THE PARENT OR GUARDIAN OF:
RONALD S. O'DELL JR.
54871 AUGUSTANA BLVD.
GLENVIEW,        IL   444448888


TO THE PARENT OR GUARDIAN OF:
PHILIP HULL
345 OAK ST.
GLENVIEW,        IL   444449999


TO THE PARENT OR GUARDIAN OF:
ELIZABETH O'HARA
2751 W. PRAIRIE LN.
GLENVIEW,        IL   444449999


TO THE PARENT OR GUARDIAN OF:
WALTER JEFFERSON
36412 AUGUSTANA BLVD.
GLENVIEW,        IL   555558888


TO THE PARENT OR GUARDIAN OF:
MARTHA OGDEN
32 OXFORDSHIRE RD.
GLENVIEW,        IL   555558888


TO THE PARENT OR GUARDIAN OF:
MARGARET ANDERSON
315 OAK ST.
GLENVIEW,        IL   555559999
```

Report 1

Optional Field
(page 36)

Homeroom
Teacher

Report 3 includes only those items of information you specify on a checklist display (see page 47). Again, you can print a list of all your students, or limit the report to any individual or group. You can also control how the records will be grouped. The following sample is an alphabetical roster showing each student's name, record number, grade, room, and sex.

Important: There should always be an up-to-date copy of such a roster accessible to users of this application. They will need it to look up the computer-assigned record numbers that are one way of calling up a student's record to the screen.

Record Number

```
08/28/82

         ALPHABETICAL LISTING
      TRITON UPPER GRADE CENTER

ANDERSON, MARGARET        5
GRADE  6   ROOM B405     SEX F


CHEN, DENNIS              7
GRADE  6   ROOM B405     SEX M


FERRARA, DOMINICK         9
GRADE  8   ROOM A315     SEX M


GOODWIN JR., EUGENE       6
GRADE  8   ROOM A315     SEX M


HULL, PHILIP             18
GRADE  8   ROOM A315     SEX M


JABLONSKI, CURTIS        17
GRADE  8   ROOM A210     SEX M


JEFFERSON, WALTER         8
GRADE  6   ROOM C146     SEX M


LOPEZ, CARMEN            10
GRADE  6   ROOM C146     SEX F


MARTINSON, EILEEN        13
GRADE  8   ROOM A315     SEX F


NAGUCHI, JANET           11
GRADE  8   ROOM A210     SEX F


NELSON, MR. ARTHUR P.    16
GRADE  6   ROOM C146     SEX M


O'DELL JR., RONALD S.     3
GRADE  8   ROOM A315     SEX M
```

Report 3

Managing Data

For your convenience, Scott, Foresman and Company has provided two forms at the back of this manual that you can use to collect data: the "Student Information" form and the "Optional Field Index." One way to copy these forms is to make a photocopy and convert that to a reproducing master. Of course, if your district already provides suitable forms, there is no need to replace those.

The Student Information Form

At the beginning of each school year, students or homeroom teachers can fill out the "Student Information" forms. These forms should then be used in the school or district office for recording student data on the computer. When information on a student changes, the change may be noted on that student's form and the record updated.

Important: The blanks divided into specific spaces are for items that are typed into the computer. Such information should be printed, one character per space.

Important: Last names *must* be followed by a comma, for the application uses the comma to identify which is the surname for purposes of alphabetization. Therefore names of both students and parents or guardians should be filled out in the way they must be typed into the computer: *last name, comma, given names or initials.*

Plain blanks have been provided on the form for students or teachers and counselors to list the information needed to code the "Optional Field." For instance, if one of the positions of the "Optional Field" represents club membership, one of the blanks should be designated "Clubs" and the student's participation in activity clubs should be listed there.

The four items marked "Office Use Only" can only be filled in by people actually working with the computer. A brief description of each follows:

Record Number A record number is assigned to each student by the computer when the data are entered. It is important to know a student's record number since it is one way of calling up that student's record on the monitor. Obviously, however, this item cannot be filled in on the form until the record is actually entered. It can readily be filled in by whoever does that task.

Disk Number If your mailing list contains more than 600 people, you will have to use more than one pair of diskettes. In such a case, when you want to call up a student record on the monitor,

you will need to know which pair of diskettes to use. If you have divided your records alphabetically or by grade, you can simply get the diskettes for the appropriate segment of your list. However, if the person who enters a student record jots the disk numbers from the diskette labels (see page 21) on the student's form, any other user of the application can instantly identify the correct diskettes.

Optional Field Information provided by a student or a teacher on the blanks at the bottom of each student's form must later be translated into codes using the "Optional Field Index." These codes should then be written in this space to make it easier to type in the codes correctly when the

student's record is entered. The procedure for coding and entering this information is explained in the next section.

In the example below, the form is filled out as if by a student *before* the office-only items are known. On page 37, you can see the same form *after* the office has worked out this student's "Optional Field" entries and supplied the disk and record numbers.

Deletion Approved Signature and date blanks are provided for appropriate authorization to erase the record of a student who leaves midyear.

School Mailer
Student Information

Please Print

For Office Use Only

Disk Number   Record Number

Optional Field Codes

0 1 2 3 4 5 6 7 8 9

Date or Term   Deletion Approved   Date

1981-82

School District or School

Triton Upper Grade Center (6-8)

Student Name (Last, First)

W I L L I A M S ,   J O A N

Grade   Room   Sex (M/F)

6   C 1 4 6   F

Parent or Guardian (Last, First)

W I L L I A M S ,   M R .   & MRS.   C A R L T O N

Street Address

2 3 1 5   W H I P P O O R W I L L   L N .

City

G L E N V I E W

State   ZIP

I L   6 6 6 6 6 - 9 9 9 9

Information for Coding Optional Field

CHOIR , HONOR SOCIETY   COUNSELOR: MRS. JEFFRIES

LUNCH PROGRAM (PAID)   FATHER IN P.T.O.

LIVES WITH BOTH PARENTS

The Optional Field Form

The "Optional Field," which consists of ten positions, numbered from 0 through 9, is a very useful feature of *School Mailer*. In this field you can store your own custom-designed codes to represent such facts as a student's special-education status or the name of his or her counselor. Each position of the "Optional Field" can represent a different type of information. For instance, position 0 can stand for club activities; position 1 for honor status; position 2 for sports activities; and so on. Each category can be further subdivided by assigning a different code to each item that falls into that category. For example, in position 0 you could put a *D* for Drama Society membership; a *P* for the Photo Club; or a *C* for Choir. Then, if the Drama coach wanted a list of everyone who had signed up at the start of the school year, a list could be obtained by instructing the computer to print out only those students whose records included *D* in position 0 of the "Optional Field." The list could be printed with complete records, or only with those items requested by the Drama coach (for instance, grade and room number).

You do not have to use each position of the "Optional Field" to store a separate item of information. If you find it useful to record each student's phone number on the diskettes, you could use seven positions for this purpose. The three remaining positions could represent other information, or could remain blank.

Administrators of geographically widespread home-study programs could use all ten positions and so store area codes as well as phone numbers.

Another possibility is to divide the "Optional Field" into sections and use two-, three-, or four-digit codes. For example, if you designate the first section of the field to represent orchestra membership, VLN could stand for violin; TMP for trumpet; CLT for clarinet. If you do employ multi-character codes, you might find it helpful to leave a blank space after each segment of the field.

Defining the Categories In order to use this field to the greatest benefit, your school or district should carefully plan what each position is to represent. You should consider what groupings of students will most likely be useful to you when printing rosters or mailing labels. Here are examples of *possible* categories:

0. Activity club membership
1. Special-education status or handicap
2. Counselor assigned to student
3. Special programs (e.g., Honors, Bilingual)
4. Staff members
5. Lunch program participation
6. Parents belonging to school organizations
7. Relationship of people child lives with

There is space on the "Optional Field Index" to define up to ten different categories, one for each position. Under each position there is room to identify as many as six different codes, with a brief explanation of each code. If you need more than six codes for any one position, you can continue on a second page. However, you should keep in mind that if your coding system becomes too complex, it will be difficult to use. Here is an example of how to fill out an "Optional Field Index," using the categories listed previously:

| *School Mailer* **Optional Field Index** Please Print | School District or School: Triton Upper Grade Center (6-8) | | | | | | | Term or Year 1981-82 |

Field Position

Category	0 Activities	1 Special Status	2 Counselors	3 Special Programs	4 Staff	5 Lunch Program	6 Parent Groups	7 Living with	8
Code	C	I	I	H	A	I	P	I	
Meaning	CHOIR	MEDICATION	FREDERICKS	HONORS	ADMIN.	PAID LUNCH	P.T.O.	BOTH PARENTS	
Code	M	2	2	V	T	2	B	2	
Meaning	MATH CLUB	VISUAL HANDICAP	JEFFRIES	VOC. ED.	TEACHER	LUNCH SUBSIDY	BAND BOOSTERS	MOTHER	
Code	P	3	3	B	C	3		3	
Meaning	PHOTOG. CLUB	PHYSICAL MOTOR	KNOWLTON	BILINGUAL	COUNSELOR	SPECIAL DIET		FATHER	

Recording a Student's Codes Once your code system has been determined and the "Optional Field Index" is completed, you can refer to this chart to translate the information provided by each student at the bottom of the "Student Information" form into the appropriate codes. These codes should be copied into the space marked "Optional Field" on the student form. They will then be easily read by the person who actually types each student's record into the computer.

The example form below is a completed version of the form filled in for the same student on page

35. The "Optional Field" codes, based on the example index shown in this section, reflect the information about Joan Williams written at the bottom of that first example.

Important: If any information in your "Optional Field" is confidential (such as handicaps), both the index and the individual student forms should be kept in a secure place. Only staff members coding the information and entering it on the computer need to have copies.

School Mailer
Student Information

Please Print

For Office Use Only

Disk Number
42 & 43

Record Number
| | | 4 |

Optional Field Codes
| C | 2H | IP | | |
0 1 2 3 4 5 6 7 8 9

Date or Term
1981-82

Deletion Approved

Date

School District or School
Triton Upper Grade Center (6-8)

Student Name (Last, First)
| W | I | L | L | I | A | M | S | , | | J | O | A | N | | | | | | | | | |
10   20   23

Grade
| | 6 |

Room
| C | 1 | 4 | 6 |

Sex (M/F)
| F |

Parent or Guardian (Last, First)
| W | I | L | L | I | A | M | S | , | | M | R | . | | & | | M | R | S | . | | C | A | R | L | T | O | N |
10   20   26

Street Address
| 2 | 3 | 1 | 5 | | W | H | I | P | P | O | O | R | W | I | L | L | | L | N | . | | | | | |
10   20   26

City
| G | L | E | N | V | I | E | W | | | | | | | |
10   15

State
| I | L |

ZIP
| 6 | 6 | 6 | 6 | - | 9 | 9 | 9 | 9 |

Information for Coding Optional Field

CHOIR, HONOR SOCIETY   COUNSELOR: MRS. JEFFRIES

LUNCH PROGRAM (PAID)   FATHER IN P.T.O.

LIVES WITH BOTH PARENTS

General Operating Procedures

Preliminary Checks

If the system is not already turned on, and especially if any components have recently been disconnected, you should first:

1. Check that all units are properly connected. *Important:* If the adapter board on the flat cable of either disk drive has been connected upside down to the disk controller or the other drive's adapter board plug (see Part 1, page 8), *your diskettes will be completely erased as soon as you turn on power and insert them.* Therefore, before inserting a diskette, switch on the whole system and look at both disk drive lights. If the cables are properly connected, they should *not* glow. If the light on either drive comes on and remains shining, that drive's adapter board is plugged in upside down. Switch off all units, unplug that cable, and reconnect it the other way.

Do not insert diskettes until you have again turned on the system and made certain that the lights are not glowing.

2. In switching on the system, remember to turn on the disk controller and disk drives before the console.

3. To avoid the risk of stalling the program when you select a report, make certain that the RS-232 interface is on, with the painted red dot completely uncovered by the switch. Also doublecheck that the printer interface cable is firmly plugged into both the printer's interface connector and the port on the back of the RS-232 interface *next to* that unit's power cord.

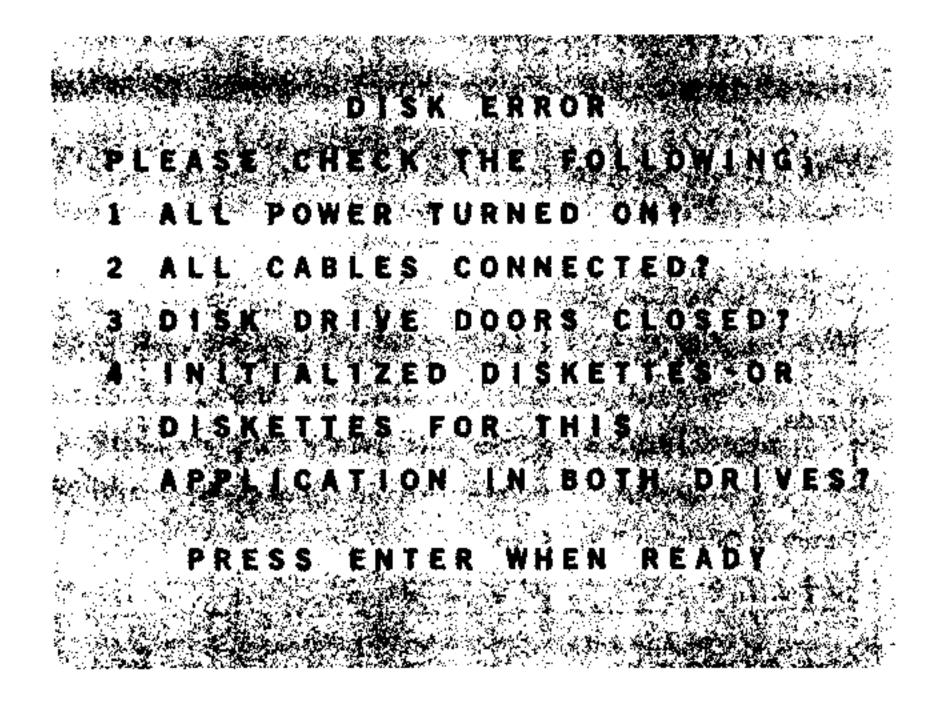**4.** Check also that the printer's LINE/LCL switch is set to LINE.

Inserting Module and Diskettes

Now you are ready to insert the command module all the way into the console port, and to place an *initialized* diskette or diskettes for this application into the appropriate disk drive or drives. If this is a two-diskette application, make sure that the diskette marked for DRIVE 1 goes into that drive, and the diskette for DRIVE 2 goes into the other drive.

(Occasionally, inserting a module may produce an abnormal, garbled monitor display. If this occurs, simply switch the console off, then on again. This will reset it.)

If you do not yet have initialized diskettes for this application and do not know how to initialize a diskette, see pages 18–19 in Part 1. As soon as the diskettes are initialized, label each one, identifying clearly what information will be

recorded on it and the number of the drive to which it is assigned. If you are using diskettes that already hold data for this application, check the labels to be sure that you have the right diskettes, and that you are putting each one in its proper disk drive.

The monitor is now displaying the Texas Instruments preliminary title screen with the message: READY—PRESS ANY KEY TO BEGIN. Do so to make the preliminary program selection menu appear, and press the number displayed beside the title of this application. The computer will first display the *School Management Applications* title screen, followed by the title screen for the application. Next, the screen will briefly flash from blue to green and back to blue, and you will see the message: DISK CHECK. The disk drive lights should go on alternately as each diskette is tested, and if all is in order, you will next see the first input display. However, if the disk check had uncovered any problems, you would see this display:

If you need guidance in performing these checks, consult "Disk System Checks" and "Testing Diskettes" in Part 1. If you had inserted the wrong diskettes, or put the diskettes in the wrong drives, you would instead get this message: WRONG DISKETTE IN DRIVE 1 or DRIVE 2.

To help you in recognizing the special keys, you should place on the keyboard the black overlay that came in the carton with your TI 99/4 computer.

In *School Management Applications*, information is typed into blank *data fields* that appear as white blocks on the display. You can move the cursor *within* a given field one space to the left using the

← arrow key, or one space to the right using the → arrow key (see the keyboard overlay). Also *within* a data field, you can use the ERASE function key to erase that field only. Similarly, the key labeled DEL on the overlay can be used to delete one character, while the key labeled INS can be used to insert one or more characters, starting from the point where you position the cursor before activating the INS function.

The QUIT function can return you to the preliminary Texas Instruments screen, but it should not be used freely as recommended in Texas Instruments manuals.

Important: This function should never be used with a *School Management Application, especially not when a disk drive light is shining* (see the caution in "Special Command Keys," page 14). Although Texas Instruments advises the use of QUIT to terminate programs, with the *School Management* modules this command may sometimes halt a program abruptly without proper closing of diskette files. As a result, some or even all of the data on a diskette could be erased, and the diskette might have to be initialized again and completely recreated. The effect would be analogous to the dropping of a file drawer, with folders scattered all over the office floor.

Instead of QUIT, the E key should *always* be used to terminate an application, as explained in "Changing Modules" below.

Signal Tones

If you hear a single high-pitched tone about a second long as you press ENTER, it means you have tried to enter invalid data. For instance, you may have typed a letter in a field reserved strictly for numbers; or you may have input a number larger than the application is programmed to accept in a certain field. You will also hear this warning tone if you neglect to enter any data in a field where some entry is required for the application to work.

When you have already reached the last position in a data field, and type yet another character before pressing ENTER, you will hear a shorter, much lower tone. This signals that you have just overwritten and therefore changed the last character in that data field. If you intended to alter that character, there is no error.

Entering Data

It is essential to observe the maximum length of each field; otherwise you may type characters that will not be stored by the computer. To help you remember these length limits, the maximum

number of characters a field can accept is given in boldface following the first reference to each field. If a certain field can accept only letters or only numbers, this is also specified.

If this is your first experience using this module, you should practice entering data as you read the instructions. You should also make some deliberate errors to accustom yourself to the signal tones and the use of the editing keys. Remember that you cannot hurt either the machines or your module by pressing the "wrong" keys.

Correcting Input Errors

When the cursor reaches ANY CHANGES? at the bottom right of any display, you should proofread your data carefully. If there are errors, type Y or YES and press ENTER. The cursor will return to the start of the display. *You need not retype every field.* If an entire field is correct, press ENTER to confirm it to the computer; the cursor will move to the next field. When it reaches a field with an error, use the ← and → arrow keys identified on the keyboard overlay to move the cursor to the error. Then you can either retype the rest of the field from that point or simply use the appropriate editing keys to change it. If you prefer, you can use the ERASE function key to erase the entire field, then type in the new data. Once an error is corrected, you need not continue typing to the end of the field; simply press ENTER, and the computer will register the revised data.

When the data on the screen are correct, type N or NO following ANY CHANGES?, and then press ENTER. The displayed data will then be recorded on diskette and the next display in the application will appear.
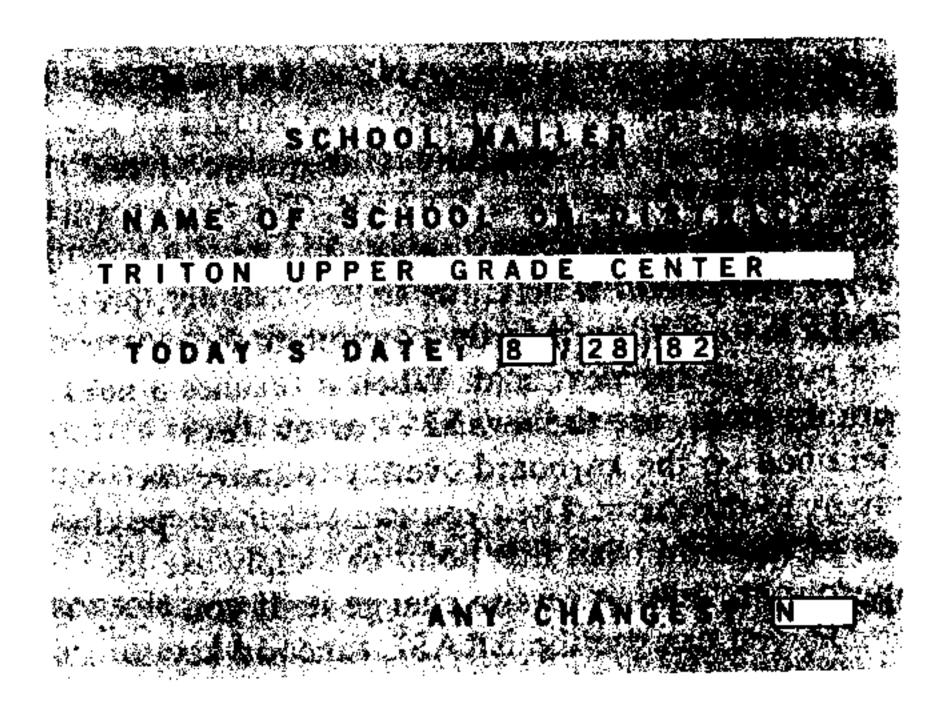
Changing Modules

When finished working with this application, you should use the following procedure to end the program and, if necessary, to start another one:
1. Return to the application's main menu and enter E to end the program (see page 42).
2. Back up new data, if changes have been made, and remove and file your diskettes as suggested on the application's final display.
3. Press any key to bring back the preliminary Texas Instruments display.
4. Remove the command module.
5. If you wish to use another application, insert that module and the appropriate diskette or diskettes and continue work.

Beginning a Work Session

After the disk check is completed satisfactorily, you will see a display for entering the school district name and date. If the diskettes in the drives have not previously been used, all data fields will be blank, and the cursor will be flashing at the left end of the field below NAME OF SCHOOL OR DISTRICT. Here you can see how this display would look with the data reflected on sample reports in this manual.

Entering the Name The name field must be filled in first (**maximum 28 spaces; any letters or numbers**). Just type the name of your school or district, proofread it, and when satisfied that it is correct, press ENTER. If you discover a typing error before entering the name, you may use the editing keys to correct it, as explained in "Correcting Input Errors." If the error is noticed later, it can be corrected after the date is entered.

Entering the Date Once the name is entered, the cursor will move to the month field, which is the first of three date fields (**2 spaces each; numbers only**) that follow the query TODAY'S DATE. You must enter the date in three steps as month/day/year, pressing ENTER after typing each part. Dates with only one digit such as 1/4/82, may be typed either as:

> 01(ENTER)/
> 04(ENTER)/
> 82(ENTER)

or as:

> 1(ENTER)/
> 4(ENTER)/
> 82(ENTER)

Each time you press the ENTER key, the cursor moves to the next section of the date. To hear the invalid data tone, try pressing this key when the cursor is in a blank date field; *the application will not accept a blank date.* The date of each work session is stored and printed at the head of all reports until the date of the next work session is entered.

Important: In *School Management* manuals, when a data field on a screen is surrounded by a black rule, as are the date fields above, you cannot pass through that field without entering at least one character.

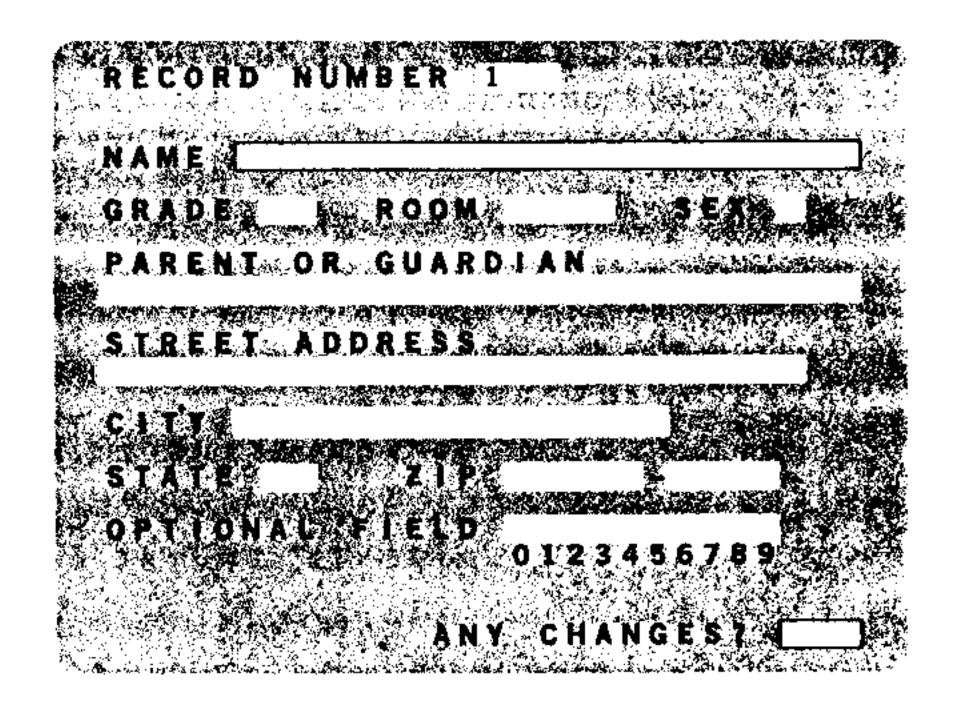*Editing or Updating This Display* If you have just entered the name and the date for the first time on these diskettes, the query ANY CHANGES? will next appear at bottom right of the screen, with the cursor flashing in a field of **3 spaces.** If, however, the diskettes had been used previously, the name and the previous date would be stored on the diskette. In this case, the display would come up initially with that name and date, and the ANY CHANGES? query would also appear right away.

In either situation, you should proofread the screen. If name and date need to be corrected or updated, type Y or YES in response to ANY CHANGES? and press ENTER. The cursor will then return to the left end of the name field. If necessary, that can be corrected using the editing keys as already explained. When the name is correct, press ENTER to move the cursor to the first date field, and then type and enter the month/day/year of the current work session, as described above.

When the name and date are correct, type N or NO in response to ANY CHANGES?, and then press ENTER. The computer will then bring up either one of two displays, depending on whether the diskettes being used already have names and addresses recorded on them or not. If records have previously been stored, you will next see the main menu, headed SCHOOL MAILER (page 42). If not, you will first have to record your mailing list on the diskettes, as explained in the following section.

Building a New Mailing List

If you are using blank diskettes, you must create an initial mailing list immediately after entering your school or district's name and the date. Therefore, the computer automatically produces this display on the video monitor:

The computer presents the lowest available record number in the REC NO field. Then the cursor begins to flash in the NAME field (23 spaces; any characters). Type a last name, a comma, and then a first name or initials, and press ENTER. Remember that a comma is necessary to enable the computer to distinguish between the two names. If the comma is omitted, the message PLEASE INSERT A COMMA flashes and the cursor returns to the start of the name field.

Important: You must type a name in the NAME field. Any remaining data fields may be left blank.

After entering a name, continue in the same manner with each of the remaining fields. If you wish to leave a field blank, press ENTER. This will cause the cursor to move to the next field.

Here is a description of each field:

NAME: **23 spaces** *(including one required for a comma);* **any characters.**

Important: If a title such as *Jr.* or *III* follows a surname, it should be entered as part of the surname *before* the comma. For example, the name *Felipe Santiago Jr.* should be typed *Santiago Jr., Felipe.* If it were entered in the order *Santiago, Felipe Jr.,* it would appear on reports as *Felipe Jr. Santiago.*

GRADE: **2 spaces; only numbers or *K* for kindergarten.**

ROOM: **4 spaces; any characters.** Use homeroom numbers or whichever set of room numbers is most useful for grouping your students.

SEX: **1 space. Only M or F.**

PARENT OR GUARDIAN: **28 spaces** *(including one required for a comma);* **any characters.** Since this field has a maximum of 28 spaces, you may wish to use initials and an ampersand with longer surnames; for example, "RADZIKOWSKI, MR. & MRS. W. A." If you are recording names of staff members, you may wish to type their title in this field, followed by the necessary comma; for example, "ASSISTANT PRINCIPAL,".

STREET ADDRESS: **26 spaces; any characters.**

CITY: **16 spaces; any characters.**

STATE: **2 spaces; any two letters.**

ZIP CODE: **9 spaces; any characters.** Nine spaces have been allocated in this two-part field to accommodate the proposed extended ZIP Code. However, the last four characters may be omitted. You must press ENTER after typing each section of the ZIP.

OPTIONAL FIELD: **10 spaces; any characters.** You can use this field to enter codes representing any information you would consider useful (see page 36).

For extra convenience in entering addresses, after a city, state, and ZIP Code have been entered the first time, they will be repeated on successive screens until any of these items is changed by you. This feature eliminates unnecessary retyping. When you want to change any of these fields, simply type the new information over the old and use the space bar to blank out any excess old characters. To receive the greatest benefit from this feature, you should arrange student forms by ZIP Code before beginning to record data.

Important: You must be consistent when entering data. For example, if you record *023* as a room number for one student, you should not type *23* later for another in the same room. *To the computer these are different numbers.* However, there is no problem with *blank* spaces before or after the characters you enter. For instance, *space-2-3-space* would be recognized as the same as *space-space-2-3.*

After you enter data in each field, the query ANY CHANGES? will appear at the bottom right of the screen, with the cursor flashing in the accompanying blank. Check the display carefully, and if you wish to make changes, answer Y or YES and press ENTER. The cursor will return to the NAME field. You can then go through the display using the ENTER key to accept any correct field until you reach one with an error, which you can correct with the editing keys as explained in "Correcting Input Errors." If there

are no changes, type N or NO and press ENTER. A new screen, showing the next available record number, will appear on the video monitor.

When you have finished building the initial mailing list, you can type E or END and press ENTER in reply to ANY CHANGES? This will take you to the main menu headed SCHOOL MAILER, where you can select another option or end this program.

Another way to terminate this procedure is to type END in a blank NAME field *without inserting a comma,* and then to press ENTER. Not sensing the comma, the computer will take this as a command to end the procedure. Note that E alone does not work here, and END if followed by a comma is treated as a surname.

Dividing Up Your Mailing List

Two 5¼-inch diskettes can hold names, addresses, and other information for as many as 600 students, a quantity of data that would fill most of a large file drawer. However, just as even large file drawers eventually fill up, if your school has more than 600 students, you will have to open a second "file drawer" on another pair of diskettes. In such a case, the basic question is how best to divide your student body between the different pairs of diskettes. The answer is that the handiest method for you depends on which method of grouping students you are *least* likely to need done for you by the computer. This is the division most easily done once by hand.

For instance, if your school has several buildings and there is seldom any need for lists combining students from various buildings, then you can simply set up one pair of diskettes for each building.
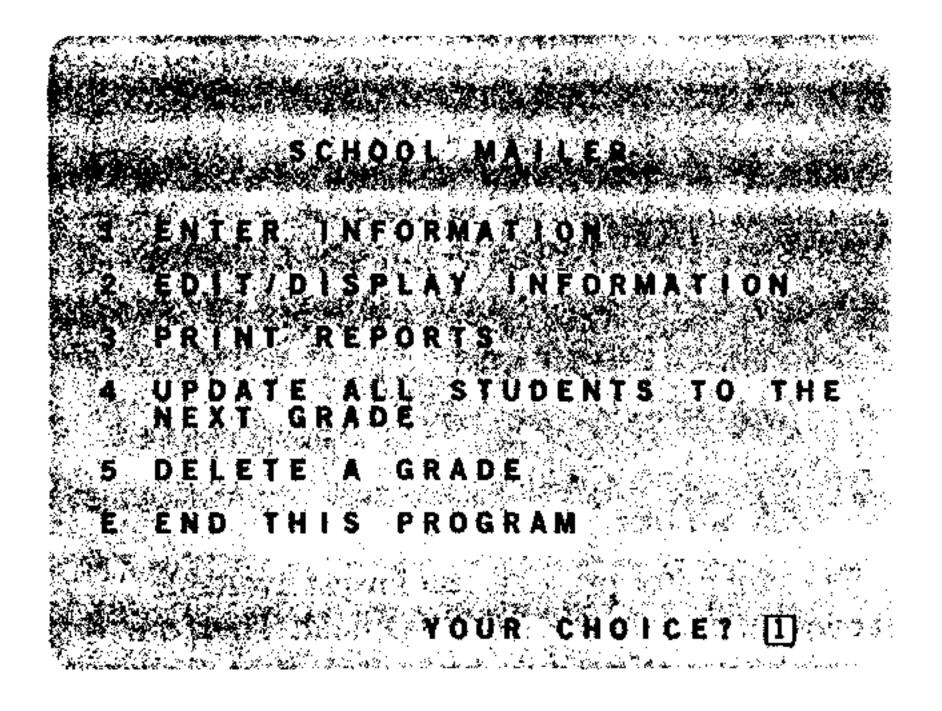
If class rosters are important for your needs, and your school has many students in each grade, it might be best to set up one pair of diskettes for each grade level. Records could then be sorted within grades by room number.

Another method is to segment your student body alphabetically. For instance, students whose surnames start with A–J could go on one pair of diskettes, while those with surnames from K–Z could be recorded on another pair.

Important: Whichever method best suits your needs, it is essential to indicate on each diskette label which part of your student body is recorded on that diskette, and which disk drive that diskette is to be placed in.

Using the Main Menu

When your diskettes already contain data, the SCHOOL MAILER menu will appear directly after the name and date display. Each of the first five choices on the main menu represents a single *branch* or subsection of the program. To select an option on any menu, type the number of that option in YOUR CHOICE? at the bottom right of the display, and then press ENTER.


```
SCHOOL MAILER

1  ENTER INFORMATION
2  EDIT/DISPLAY INFORMATION
3  PRINT REPORTS
4  UPDATE ALL STUDENTS TO THE
   NEXT GRADE
5  DELETE A GRADE
E  END THIS PROGRAM

        YOUR CHOICE? [1]
```

The "E" Key To stop the program when finished using it, you should first return to the main menu. In response to YOUR CHOICE? on this menu, type E (for "end") and then press ENTER. *This is the only safe way to close the program without risk of losing new data.* If you are at another point in the program and want to return to the main menu, either to choose another activity or to end the program, use the E key in response to ANY CHANGES? or YOUR CHOICE? at the bottom right of the screen you are on. This will return you to the main menu.
Important: Remember *never* to use the QUIT function to stop an application, as it may erase data or damage a diskette.

Option 1: Enter Information

This procedure allows you to add new student names to your mailing list. When you select this option, the same screen that you used to enter records originally (see page 41) will appear. The lowest available record number will be displayed at the top and the cursor will be at the beginning of the NAME field. *Remember to be consistent when entering information.* After you have filled in each field, the query ANY CHANGES? will appear.

Answer Y or YES if you wish to make corrections, and the cursor will return to the NAME field. If you answer N or NO, a similar blank display with the next available record number will appear.

The computer will continue to display blank records until you indicate that you have finished. You can do this by typing E or END either in the record number field or in reply to ANY CHANGES? This will return you to the main menu. It is also possible to return to the main menu by typing END *without a comma* in the name field, as previously explained.

Important: A maximum of 600 student records can be stored on a pair of diskettes. If you select Option 1 and the diskettes are full, you will get the message FILE IS FULL. The cursor will then return to YOUR CHOICE? See column 1 of the facing page for information about the maximum capacity of the diskettes and suggestions on how to divide your records into groups.

Option 2: Edit/Display Information

When you choose this procedure, a blank display like the one used for entering information appears on the video monitor. By entering either a record number or a name, you can call up any record you wish to examine.

Call by Record Number   When a blank record appears on the screen, the cursor will be flashing at the start of the record number field. To call up a record by this method, type the record number of the student whose record you wish to review and press ENTER. The remaining fields will be filled in by the computer, and you can check whether you have found the student you wanted.

Important: The easiest way to find the record number of a particular student is to look it up on an alphabetical roster (Report 3, page 34). Therefore an up-to-date copy of this roster should be readily accessible to whoever is editing *School Mailer* information. Instructions for printing Report 3 are on page 47.

If you were editing record number 4, from the sample form on page 37, the display would now appear as shown at the top of column 2.

RECORD NUMBER [4]

NAME [WILLIAMS, JOAN]

GRADE 6   ROOM C146   SEX F

PARENT OR GUARDIAN
WILLIAMS, MR. & MRS. CARLTON

STREET ADDRESS
2315 WHIPPOORWILL LN.

CITY GLENVIEW

STATE IL   ZIP 66666-9999

OPTIONAL FIELDS C 2H 1P1
0123456789

ANY CHANGES?

To change, for instance, the room number, you would enter Y or YES in response to ANY CHANGES? The cursor would return to the start of the NAME, and you would press ENTER until it reached ROOM. Here you would type the new room number over the old, and then continue pressing ENTER until you again reached ANY CHANGES?

When the record is edited to your satisfaction, type N or NO in reply to ANY CHANGES? and press ENTER. Another blank record will come into view on the monitor showing the next record number in sequence. If you want to see this record, press ENTER and the fields will be filled in by the computer. If not, type over it the number of the record you do want to see, and that one will come up on the screen. You can continue to use the application in this manner until you have finished editing records.

Important: If a nonexistent record is called up, the computer will sound the invalid data tone and the cursor will return to the start of the field. However, if you enter a number for which a former record has been deleted, the computer will again sound the invalid data tone and display the next record number in sequence.

Call by Name   To use this method, do not type anything in the record field when the blank display appears. Instead, press ENTER to move the cursor to the start of the NAME field. Now type in the desired name and press ENTER. The last name, a comma, and the first initial are sufficient as long as there are not any students with the same surname and initial. If there are, use full names. If you leave out the comma, the computer will signal invalid data, and the cursor will return to the beginning of the field.

Important: The computer checks every character typed in the NAME field against the stored name, so any discrepancy at any point will prevent a match. If a name is requested that does not exactly match any name on the diskettes, you will hear the error tone and the cursor will return to the start of the NAME field.

When the requested name has been found, the corresponding record appears on the video monitor with the correct record number. By answering Y or YES to ANY CHANGES?, you can edit the record as needed. Answer N or NO when you are ready to view another record. The machine will then display a blank record with the next record number in sequence. To continue calling up records by name, use the ERASE function to clear the record number field. Now press ENTER to move the cursor to the start of the NAME field and enter the desired name. Go on making changes in this manner until you are finished.

To return to the main menu, you should type E or END in either the record number field or in reply to ANY CHANGES? *In the EDIT/DISPLAY option you cannot return to the main menu by typing END in the name field.*
Important: If you accidentally enter anything except Y/YES, N/NO, or E/END in reply to ANY CHANGES? while using the *EDIT/DISPLAY* option, the query and the white data field will disappear. However, the cursor will continue to flash on a blue background. Use the ← arrow key to move the cursor to the left until you hear a low tone signaling the start of the field. Then type N, Y, or E and press ENTER. The ANY CHANGES? field will reappear and the program will continue according to your last instruction.

Delete a Record   Option 2 can also be used to delete a student's entire record. There is space on the "Student Information" form for authorizing a record deletion (see page 35).

To delete a record, first call it up either by name or by record number. Then, without making any changes, press ENTER to move the cursor through every field until you reach ANY CHANGES? Now type DEL into that field and press ENTER. The computer will automatically erase the entire record and display the next record number so that you may continue editing.
Important: Deleting a record will create a blank record in your diskette file. The next time you select Option 1 from the main menu, the computer may use this number since it reassigns the number

of the most recently deleted record. Therefore, it is essential to print up-to-date student rosters periodically in order to keep track of reassigned record numbers. An explanation of printing student rosters is on page 47.
Important: You cannot delete an entire record from the diskettes by using the CLEAR or ERASE functions. These are for editing data fields only.
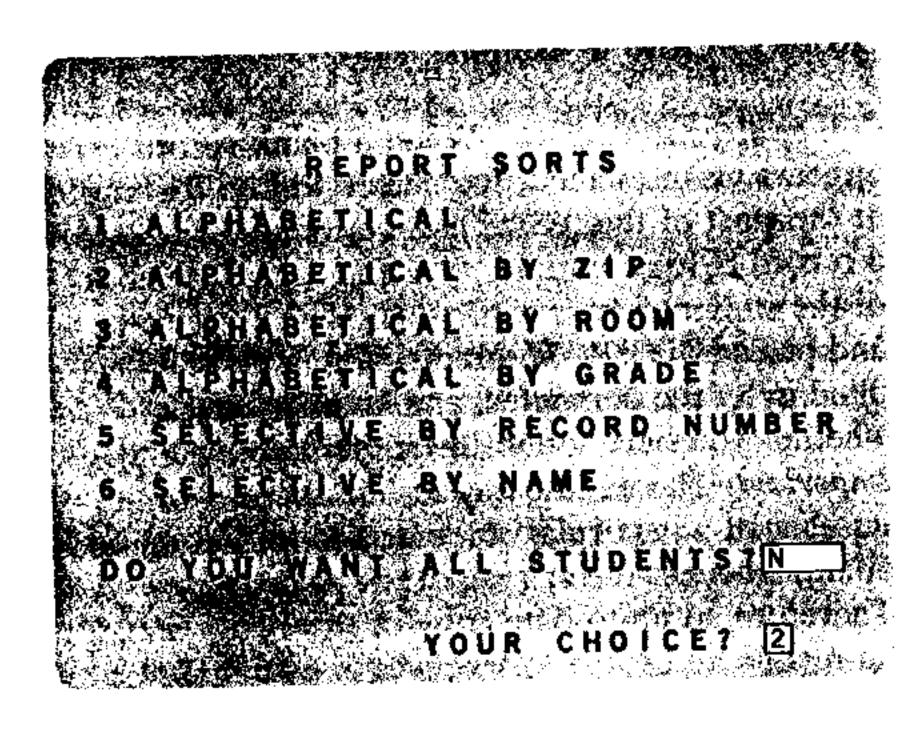
Option 3: Print Reports
When you choose Option 3 from the main menu you get the subsidiary menu headed REPORTS, which offers three choices:
1 MAILING LABELS
2 ALL DATA FOR EACH STUDENT LISTED
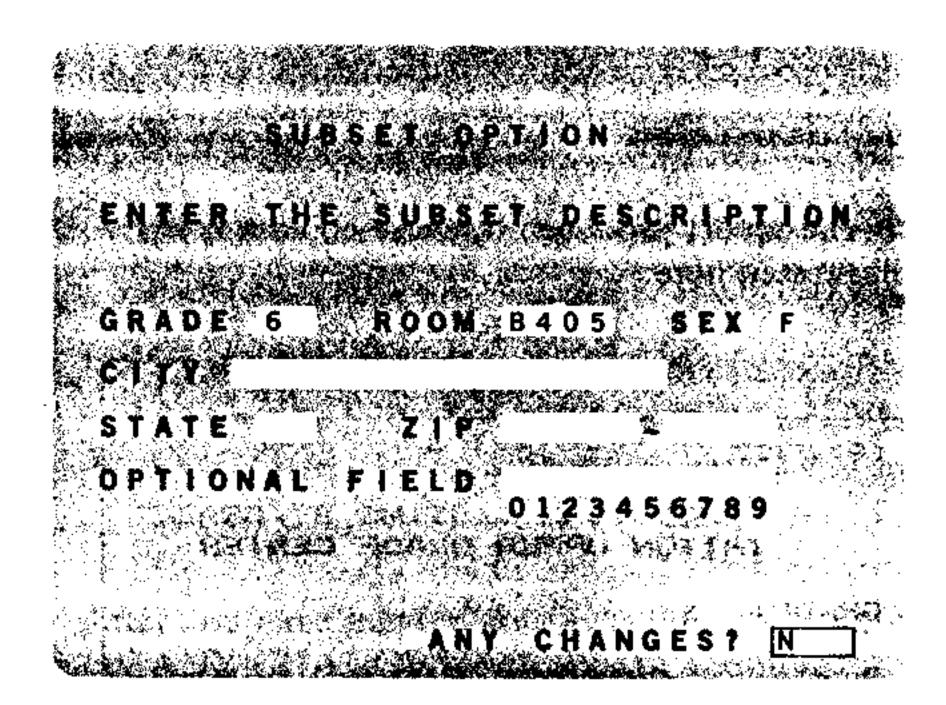3 SELECTED DATA FOR EACH STUDENT LISTED
In the YOUR CHOICE? field at the bottom of the menu, type the number of the item you want to print and press ENTER.

Report Sorts   Before a report can be printed a *sort* or method of arranging the data must be selected. The following screen appears on the monitor:

The first four options are methods of organizing the data into groups. The last two options, which allow you to print one person's record at a time, are described later in this section. Type your selection in YOUR CHOICE? then press ENTER. Now the question DO YOU WANT ALL STUDENTS? will appear on the screen. If you answer Y or YES, the application will begin organizing all the records in the way you specified. However, if you answer N or NO, you can choose to print only specific subgroups of students by using the SUBSET OPTION.

Subset Option If you say you do not wish all students' records to be printed, you will next see a screen on which you can define the group of students whose records you wish to print. For example, if you wanted a list of sixth-grade girls who are in room B405, you would type 6 in the grade field, B405 in the room field, and F in the sex field, pressing ENTER after each. Use the ENTER key to pass through the other fields since they should remain blank. Once entered, this subset definition would look like this:

You can make changes as usual by answering Y or YES in reply to ANY CHANGES? when that query appears. When you answer N or NO, the records will be organized according to the sort you selected from the REPORT SORTS menu and the data you entered on the SUBSET OPTION screen. *Important:* Any characters you enter for a field *must* match exactly the characters stored on the diskettes. Otherwise, the computer cannot locate the information. For instance, the grade entry of 7 is not the same as *07*.

Before the application begins to organize the records, the following message appears: SORTING MAY TAKE 20 MINUTES OR MORE. DO YOU WANT TO PROCEED? (Y/N) (You should note that only a one-character reply can be entered.) If you do not wish to continue, enter N or E and the main menu will return. This sorting process does not usually take twenty minutes or more, since the records only have to be organized once for a particular type of sort unless the file is subsequently altered. For instance, if you had records sorted alphabetically by room numbers the last time you printed a list, and you selected this same grouping again without adding or deleting any records, or changing any room numbers, the records would not have to be reorganized. Also,

the fewer records are stored on a pair of diskettes, the shorter this sorting time will be. After some experience, you will learn to allow for it in scheduling work. The process is faster than manual sorting of a similar number of records, and the person using the computer is free to do other tasks while sorting is going on.

If you answer Y to the query DO YOU WANT TO PROCEED?, the next screen you will see carries the message SORTING. When the records have been sorted as you instructed, the message READY TO PRINT, PRESS ENTER appears. First, make sure that the printer is turned on and properly connected to the RS-232 interface, and that the LINE/LCL switch is set to LINE. Then press ENTER and printing will begin, while the message PRINTING is displayed in the center of the screen. As soon as a list is printed, the main menu will return. For your convenience, the total number of records on the report is listed at the bottom of each report.
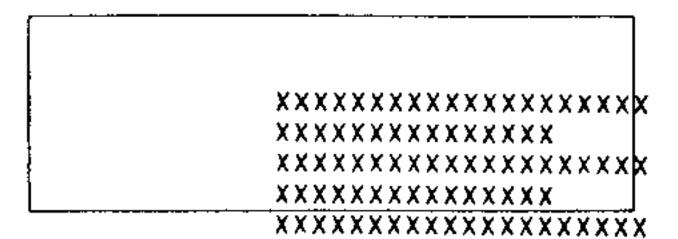
Report 1: Mailing Labels If you select the first option from the REPORTS menu, you are offered three choices of how the labels should be addressed:
1 STUDENT NAME
2 PARENT OR GUARDIAN NAME
3 STUDENT NAME WITH THE HEADING "TO THE PARENT OR GUARDIAN OF"

Before proceeding with this option, you have to replace the regular paper in the printer with an adequate supply of self-adhesive mailing label sheets. To load the labels, follow the instructions on page 24 of Part 1.
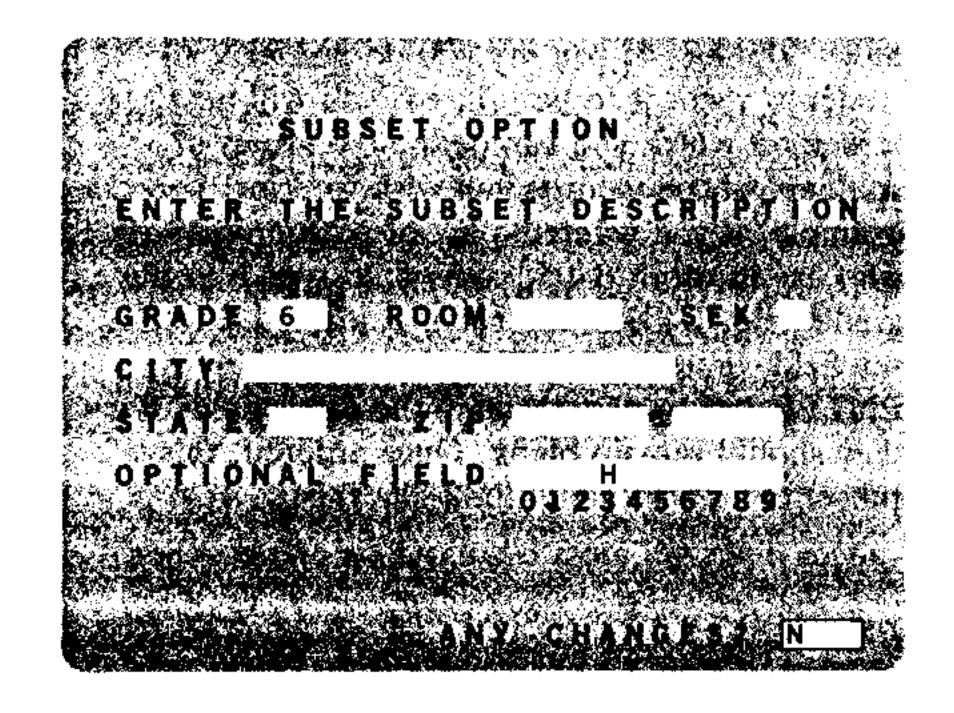
When the labels are loaded, select the way you want the addresses to be printed and press ENTER. The REPORT SORTS menu (page 44) is now displayed on the screen. If you choose any of the first four options on the menu, you can use the SUBSET OPTION by answering N or NO to the query DO YOU WANT ALL STUDENTS? Then you can define the subgroup for whom you need mailing labels.

After the records have been organized as you specified, the labels are ready to be printed and the message POSITION THE LABELS. PRESS ENTER WHEN POSITIONED appears. When you are ready, press ENTER and a sample label, consisting of a block of *X*'s, will be printed. At this point, the message IS THE SAMPLE CORRECT? will appear on the display. *Do not answer it yet, unless the sample is positioned where you want it on the first mailing label.* If the letters in the sample are not properly centered on the first

mailing label, you should adjust the labels as explained below this diagram of an incorrectly positioned sample:

```
┌─────────────────────────────────────┐
│                                     │
│  ┌────────────────────────────────┐ │
│  │      XXXXXXXXXXXXXXXXXXXXX│X     │
│  │      XXXXXXXXXXXXXX              │
│  │      XXXXXXXXXXXXXXXXXXXX│X     │
│  │      XXXXXXXXXXXXXX              │
│  └──────XXXXXXXXXXXXXXXXXXXXXX──────┘
│                                     │
└─────────────────────────────────────┘
```

To adjust the labels vertically, use the ↑ or the ↓ arrow keys on the printer console until the printhead lies where you want it over the next blank label. If a horizontal adjustment is needed, switch off the printer, raise its cover, and flip up the locking levers beside each paper tractor. Also, move the printhead adjustment lever back so that the paper can slide freely. Slide the labels sideways to the correct position and then relock the paper tractors, return the printhead lever to a normal operating position, and turn on the printer. *After* the printer is once more ready, answer N or NO to the query IS THE SAMPLE CORRECT? and another sample label will be printed. The machine will repeat this check until you signal that the sample is properly positioned by answering Y or YES to the same query. Then, as printing begins, you will see a display with the message PRINTING.

Report 2: All Data for Each Student Listed After you select Option 2 on the REPORTS menu, the REPORT SORTS menu will appear. You should enter your selection in YOUR CHOICE? Then the query DO YOU WANT ALL STUDENTS? will come up on the monitor. By answering N or NO you will be able to further subdivide the records. For example, if you wanted a list of sixth-grade honor students, you would fill in the SUBSET OPTION display as shown in the sample at the top of the next column.

The report produced by these choices is illustrated here:


```
08/28/82

      ALPHABETICAL LISTING BY GRADE
        TRITON UPPER GRADE CENTER

GRADE:   6

              OPTIONAL FIELD:      H
                             0123456789

                                 GRADE   6

ANDERSON, MARGARET        5
GRADE  6    ROOM B405    SEX F
ANDERSON, MRS. HARRIET
315 OAK ST.
GLENVIEW,            IL   555559999
P31H 3 2


JEFFERSON, WALTER        8
GRADE  6    ROOM C146    SEX M
JEFFERSON, MR. & MRS. ERNEST
36412 AUGUSTANA BLVD.
GLENVIEW,            IL  555558888
M11H 2 4


SIMPSON JR., ARNOLD       14
GRADE  6    ROOM B405    SEX M
SIMPSON, MR. ARNOLD
416 OXFORDSHIRE RD.
GLENVIEW,            IL  555558888
C 1H 2B3


WILLIAMS, JOAN           4
GRADE  6    ROOM C146    SEX F
WILLIAMS, MR. & MRS. CARLTON
2315 WHIPPOORWILL LN.
GLENVIEW,            IL  666669999
C 2H 1P1


TOTAL NUMBER OF RECORDS ON THIS REPORT: 4
```
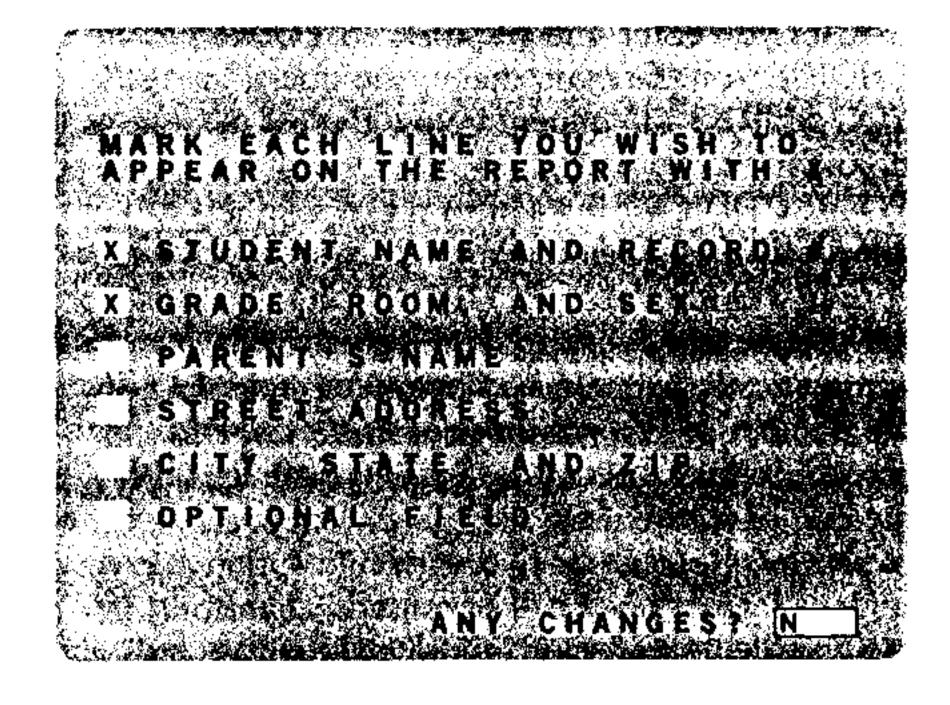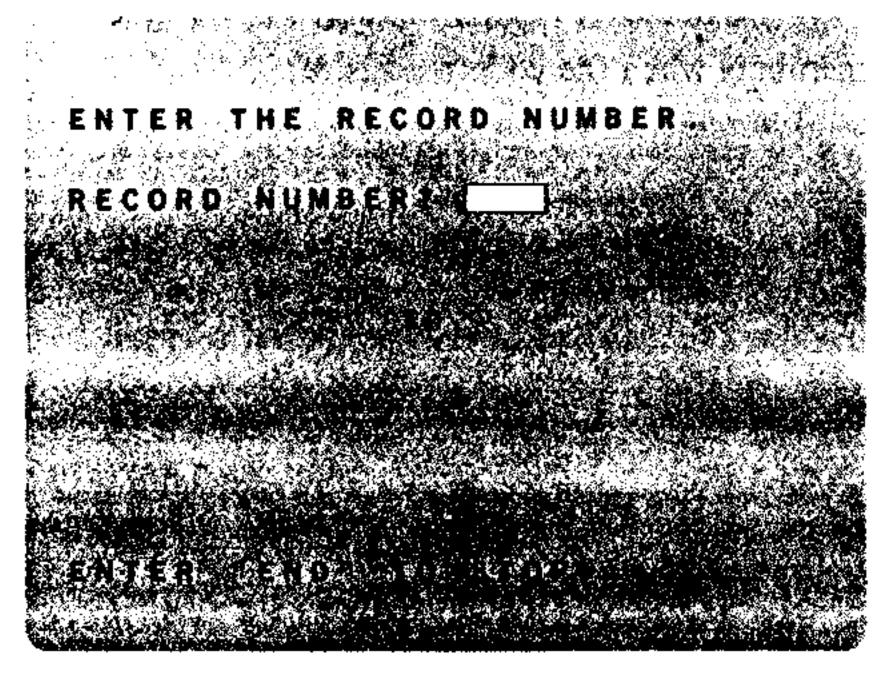
Report 2

Report 3: Selected Data for Each Student When you choose Report 3, you can select the items of data to be printed by identifying those you want with an *X* in the appropriate boxes on the display shown below. For example, if you wanted to print an alphabetical roster showing the record number, grade, homeroom, and sex of each student, you would indicate those items as shown here:

After you have marked your selections, the query ANY CHANGES? will appear, enabling you to make corrections if necessary. Again, you can select the arrangement and any desired subdivision of records by using the REPORT SORTS menu and then the SUBSET OPTION screen. A sample of part of an alphabetical roster is shown on page 34.

Important: The procedure just described is used to produce the alphabetical student rosters that are necessary to locate a student's record number when you want to call up that record on screen for review or editing (see page 43).

Printing Individual Records Options 5 and 6 on the REPORT SORTS menu allow you to print a single mailing label or student record. If you choose Option 5, the following screen appears on the monitor for you to enter the desired record number (located from the student roster):
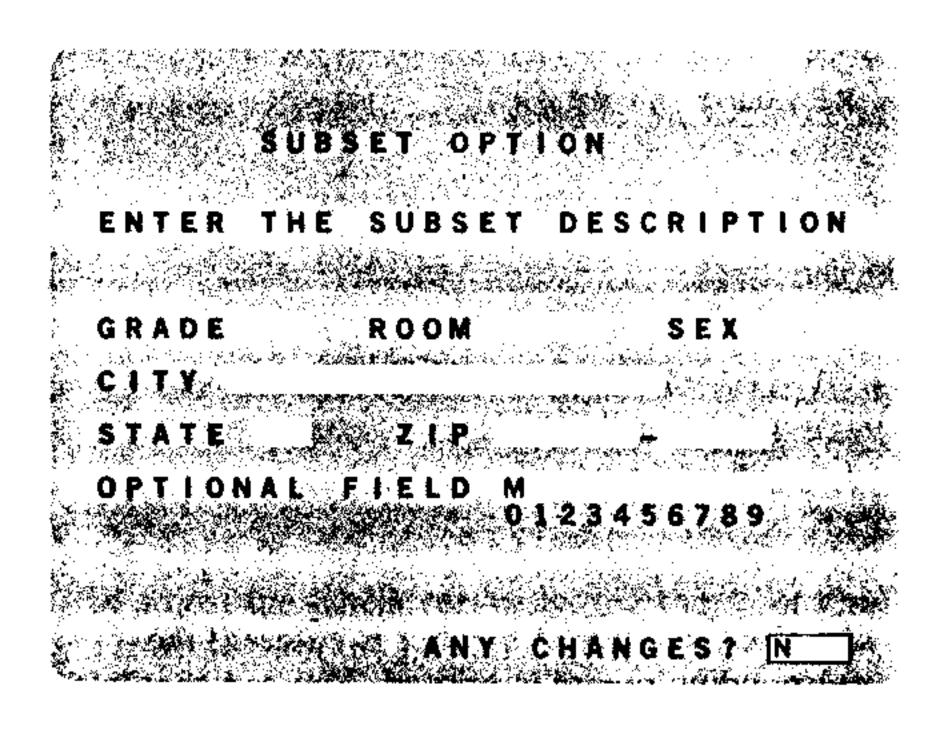

As soon as a record number is entered, the corresponding record is printed. You can continue printing records singly until you have finished, then type E or END in the record number field and press ENTER to bring back the main menu.

Option 6 on the REPORT SORTS menu allows you to select a single record to be printed by the name instead of the record number. After selecting this option, you would see a display asking you to enter the desired name, following the procedure described under "Call by Name" on pages 43–44.

Printing Lists of Special Groups By using the OPTIONAL FIELD on the SUBSET OPTION screen, you can print rosters of very specific or specialized student groups. Since each of the ten positions can represent a different type of information, the computer can be ordered to locate and print only those students who share the same code in the same position of this field. For example, by using the GRADE and ROOM fields on the SUBSET OPTION screen, you would be able to list the sixth-graders in room B405. With the OPTIONAL FIELD, you can further subdivide that group and have a list of sixth-graders in room B405 who require special medication (code *1* in position 1 on sample form on page 36).

When using the OPTIONAL FIELD to specify a subset of students, you should enter a code only in the position (or positions) that defines that group of students. The other positions should remain blank. For instance, if you wanted a list of Math Club members and position 0 represented club membership, you would type in position 0 the code which signified Math Club membership. You would then press ENTER to skip over the remaining positions, since the information stored there would be irrelevant to the desired grouping.

This screen shows the selection of Math Club members when the code used is *M*:

A list produced by the entry above is shown below. As you will note, all the students have an *M* (signifying "Math Club") in position 0; the other optional codes do not necessarily match.

```
08/28/82


              ALPHABETICAL LISTING
            TRITON UPPER GRADE CENTER

OPTIONAL FIELD: M
                     0123456789

FERRARA, DOMINICK          9
GRADE   8    ROOM A315    SEX M
M22H 1B1


JEFFERSON, WALTER          8
GRADE   6    ROOM C146    SEX M
M11H 2 4


O'HARA, ELIZABETH          12
GRADE   6    ROOM B405    SEX F
M23  2 3


OGDEN, MARTHA              2
GRADE   8    ROOM A210    SEX F
M 2  1P3


RYAN, WALTER               1
GRADE   8    ROOM A210    SEX M
M31H 1 1


TOTAL NUMBER OF RECORDS ON THIS REPORT: 5
```

Report 3

Option 4: Upgrade All Students

This option allows you to quickly update your student roster at the end of the year.
Important: Before selecting Option 4, you should verify that someone else has not already executed this procedure; otherwise students will be advanced two grades. To check this, you can use Option 2 to call up the record of a student whose correct grade level you know.

After you enter 4 in response to YOUR CHOICE? on the main menu, the question ARE YOU SURE? will appear below the list of options. If you answer N or NO, the cursor will return to YOUR CHOICE? for you to make another selection. If you answer Y or YES, a screen will appear with the message UPDATING displayed in the center, and every student's grade will automatically be increased by one. Depending on the number of records on your diskettes, this procedure may take up to forty-five minutes. At the end of it, the main menu will reappear.
Important: Remember that with this option *every* student's grade level will be raised. Therefore, if some students were not promoted, their records will have to be corrected afterward, using Option 2, EDIT/DISPLAY INFORMATION.

Option 5: Delete a Grade

This option is also meant as an end-of-year operation to be used, for example, to erase a graduating class, if that is desired.

When you select Option 5, the query WHICH GRADE? will flash below the list of options on the main menu. Type in the grade that you want to delete and press ENTER. Now the question ARE YOU SURE? will appear. If you answer N or NO, the cursor will return to YOUR CHOICE?, enabling you to make another selection. If you answer Y or YES, *all* the student records with the designated grade will be erased. *Before answering this query, you should make certain that you are deleting the correct records.* You can do this by using Option 2 to examine a record before selecting Option 5.

While the records for the specified grade are being deleted, which again takes up to forty-five minutes depending on the number of records, the message DELETING is displayed in the center of the screen. Afterward the main menu reappears.

Reorganization of Diskette Files

Once your records have been sorted into a certain arrangement, such as alphabetically by grade, the sorting process does not have to be repeated for that grouping unless the file is altered or the application is terminated abruptly under abnormal circumstances.

Partial Reorganization of Data

Just as file folders must be reshuffled when records are added or deleted, or when a filing key is changed, such modifications of a diskette file will require the computer to spend a few minutes reordering records. A file is altered by addition, deletion, or editing of a single record. For instance, changing one student's address would cause a minor and very brief resorting the next time any report was selected.

Although these rearrangements are caused when a file is altered using Option 1 or Option 2, the actual reordering does not take place until the next time printing is attempted. At that point, this message will appear: SORTING MAY TAKE 20 MINUTES OR MORE. DO YOU WANT TO PROCEED? The actual time the computer will require for resorting depends on the number of records affected by the last file alteration.For instance, if the change was simply the addition of four new records and the deletion of one, only a minute or so will generally be needed to set up the new alphabetical order. The entire file does not have to be reorganized.

Nonetheless, for the greatest efficiency in the use of *School Mailer*, you should try to avoid unnecessarily frequent reordering of your files. You can do this by having additions, deletions, and other file changes done in batches on a periodic basis. For instance, editing of records, except in unusual cases, might be done monthly or even confined to the beginning of each term and the midterm period for updates.

Complete Reorganization of Files

The accidental interruption of the application in the middle of a work session will lead to a much lengthier resorting that involves all data on your diskettes. *Such a process does not occur routinely.* It can happen only when either Option 1 or Option 2 is selected from the main menu after one of the following occurrences:
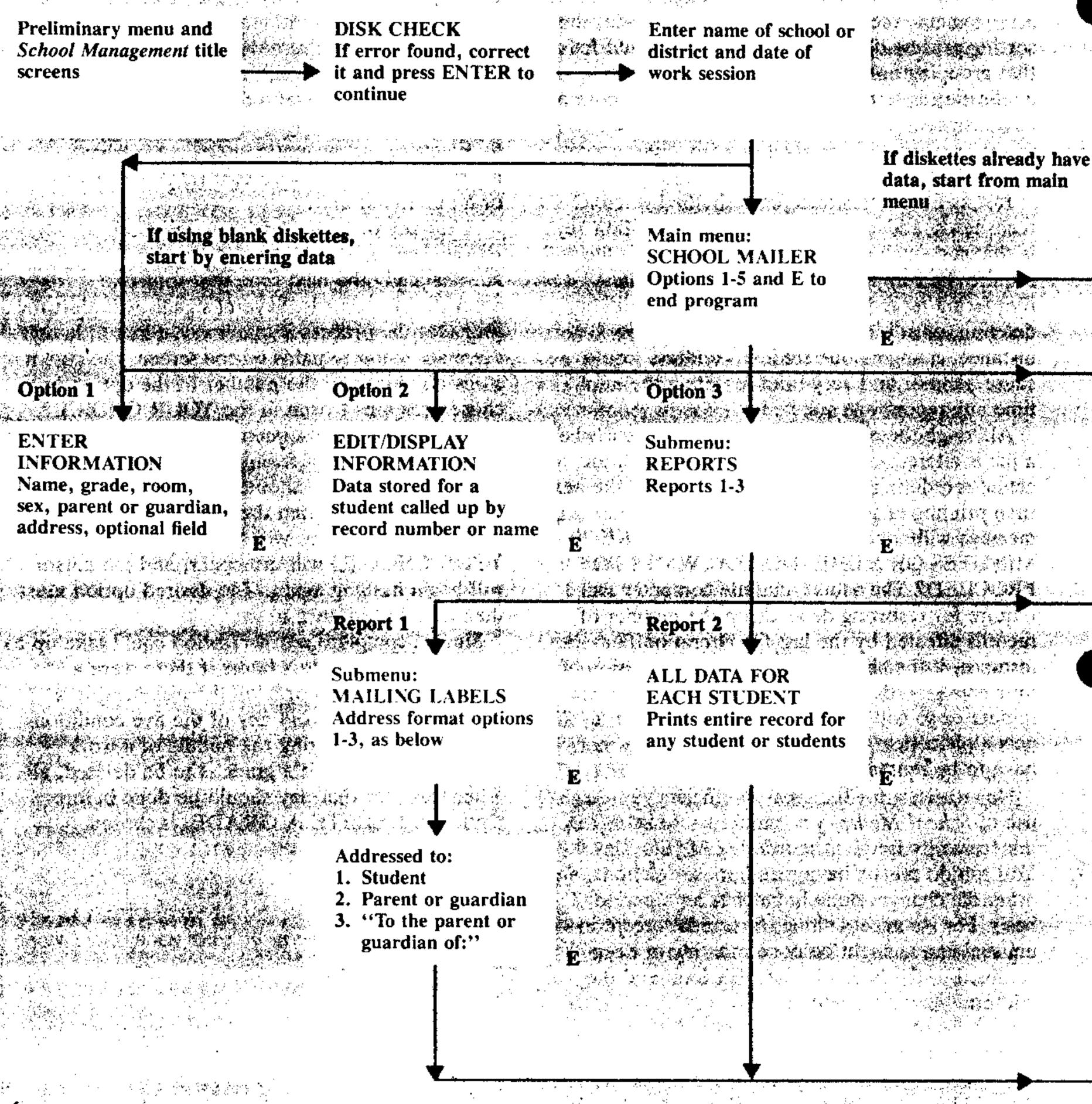
1. The deletion of an entire grade by use of Option 5.
2. The use of the QUIT function to stop the application. *Remember that the use of this function is to be avoided (see page 14).*
3. Any loss of electricity to the computer while the application is running, whether this is caused by a power failure, removal of the plug, or switching off of the machine.
4. The switching off of a disk drive while its light is shining.
5. Electrical or magnetic interference from a nearby source such as an electric pencil sharpener or an intercom unit.

After any of these incidents, the total reorganization of diskette data begins automatically the next time that someone starts to enter or edit records. Several signals will alert the user that the process is underway. First, although the main menu remains on the screen, the cursor stops flashing, and the number of the option just chosen remains frozen in the YOUR CHOICE? field. Meanwhile, a sequence of beeps begins to sound at intervals of five to ten seconds. Each tone represents the automatic refiling of one student's record. When the reordering is completed, the beeps will stop, the number in YOUR CHOICE? will disappear, and the cursor will begin flashing again. The desired option must then be selected once more.

Since a complete reorganization could take up to one and three-quarters hours if there were a maximum of 600 records on the diskettes, it is obviously wise to avoid any of the five conditions previously listed during the middle of a work session. Moreover, if a grade is to be deleted, all other tasks for that day should be done before Option 5, DELETE A GRADE, is chosen.
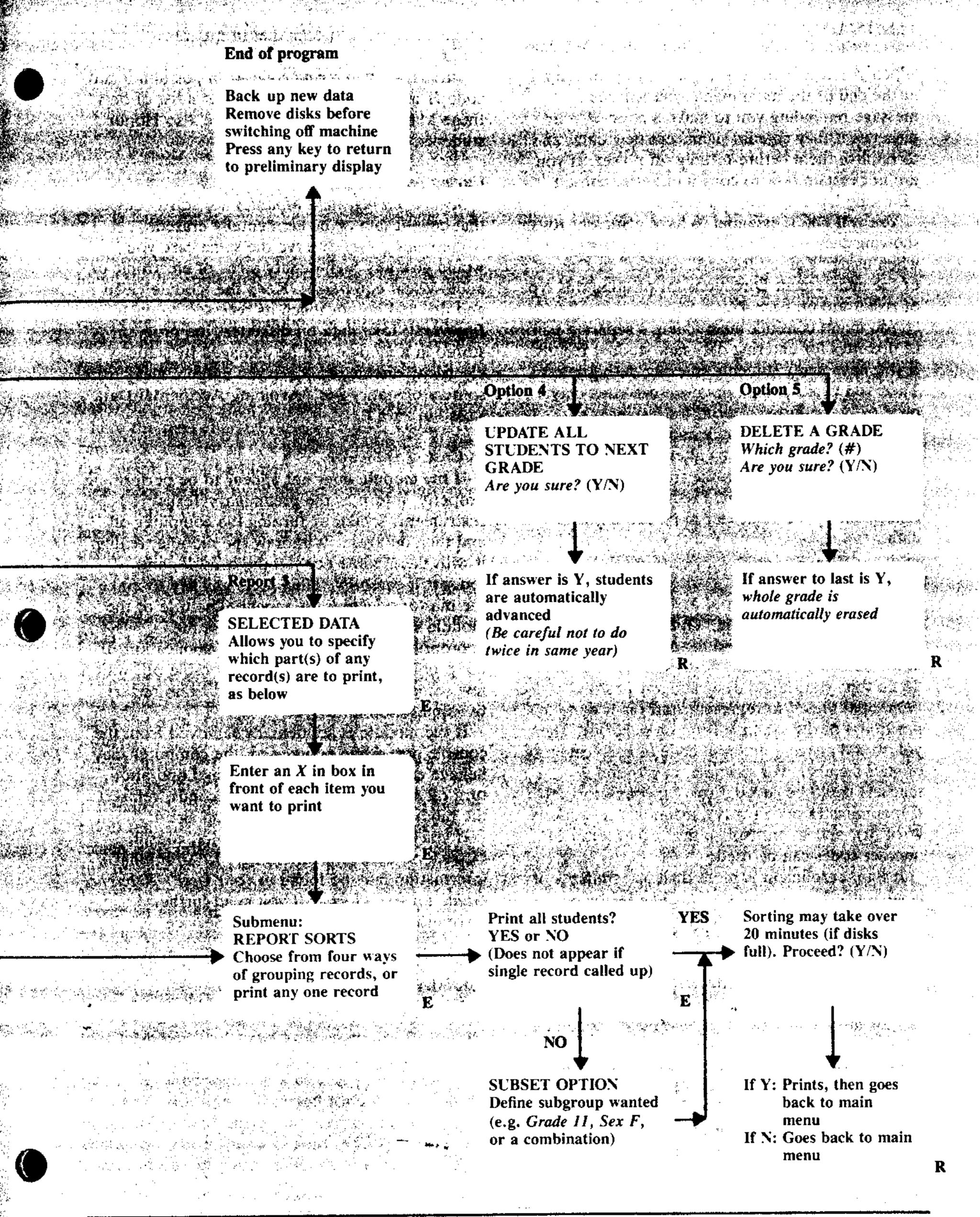
The *School Mailer* Flow Chart

Preliminary menu and *School Management* title screens ➙ **DISK CHECK** If error found, correct it and press ENTER to continue ➙ Enter name of school or district and date of work session

If diskettes already have data, start from main menu

If using blank diskettes, start by entering data

Main menu: **SCHOOL MAILER** Options 1-5 and E to end program

E

Option 1

ENTER INFORMATION Name, grade, room, sex, parent or guardian, address, optional field

E

Option 2

EDIT/DISPLAY INFORMATION Data stored for a student called up by record number or name

E

Option 3

Submenu: **REPORTS** Reports 1-3

E

E

Report 1

Submenu: **MAILING LABELS** Address format options 1-3, as below

E

Report 2

ALL DATA FOR EACH STUDENT Prints entire record for any student or students

E

Addressed to:
1. Student
2. Parent or guardian
3. "To the parent or guardian of:"

E

Key:

E (beside a screen): The E key can be used here to return to the main menu, or if selected on the main menu, to end the program. Until E is entered, the application will continue in the sequence of displays for the option being used.

R (beside a screen): The computer returns automatically to the main menu after this step.

Caution: Remember *never* to use the QUIT function to stop the application, as it may cause data on diskettes to be destroyed. *Always* use the E key to end the application.

End of program

Back up new data
Remove disks before
switching off machine
Press any key to return
to preliminary display

Option 4

Option 5

**UPDATE ALL
STUDENTS TO NEXT
GRADE**
Are you sure? (Y/N)

DELETE A GRADE
Which grade? (#)
Are you sure? (Y/N)

Report

SELECTED DATA
Allows you to specify
which part(s) of any
record(s) are to print,
as below

If answer is Y, students
are automatically
advanced
*(Be careful not to do
twice in same year)*

If answer to last is Y,
*whole grade is
automatically erased*

R

R

E

Enter an *X* in box in
front of each item you
want to print

E

Submenu:
REPORT SORTS
Choose from four ways
of grouping records, or
print any one record

Print all students?
YES or NO
(Does not appear if
single record called up)

YES

Sorting may take over
20 minutes (if disks
full). Proceed? (Y/N)

E

E

NO

SUBSET OPTION
Define subgroup wanted
(e.g. *Grade 11, Sex F,*
or a combination)

If Y: Prints, then goes
back to main
menu
If N: Goes back to main
menu

R

Hints to Help You

When you terminate a work session by entering E at the end of the main menu, you will see a message reminding you to make a copy of your diskettes if they contain significant new data, and to remove them before turning off power. If you are not certain how to copy a diskette, consult "Backing Up Diskettes" in Part 1.

You will find it essential to have a student roster showing each record number near the computer when using "Call by Record Number" in Option 2 of the main menu. Directions for printing this type of roster are on page 47.

You might consider maintaining a separate pair of diskettes for entering only new student records if you have many students entering during a term. Then you could update the main diskettes only once or twice during a term, for instance, at midterm. By reducing the number of times your main diskette file would be altered, and by setting up a much shorter file on the frequently edited diskettes, this system would reduce the amount of time spent by the computer in reordering your data.

Maintaining a Staff List

If you wish to use *School Mailer* to keep a staff directory, you can use the "Optional Field" to identify staff members and to sort them out automatically for printing rosters or mailing labels. To do this, you should designate any position of the "Optional Field" to represent staff (as is done in position 4 of the example form on page 36). Then you would assign a different code to each category of staff member. For example, in position 9 teachers could be coded *1* (or *T*); counselors *2* (or *C*); administrators *3* (or *A*); maintenance workers *4* (or *M*), and so on. Notice that either letter or number codes can be used.

If total enrollment is more than 500 students, it is advisable to put your staff mailing list on a separate pair of diskettes for quicker sorting.

Using Multiple Optional Codes

In selecting which records are to be printed on the SUBSET OPTION display (page 45), you can call for more than one "Optional Field" code at a time. For instance, consider the sample codes in the index on page 36. If you entered code *1* in position 1 of the OPTIONAL FIELD when defining a SUBSET OPTION, and then entered code *3* in position 5, the printer would produce a list of those students who require *both* special medication *and* a special diet in the lunch program.

Similarly, by entering code *M* in position 0 and code *H* in position 3, you could get a list of only those Math Club members who are also Honor students.

Caring for Your Module

School Management Modules are sturdy devices that cannot jam or be accidentally erased. Nonetheless, they deserve the same care you would give any high-quality piece of electronic or audio-visual equipment. Keep the module clean and dry and do not touch its recessed contacts. *Important:* Like data on diskettes, the program stored in a module can be damaged by static electricity discharges. Keep the module away from sources of static. See "Avoiding Accidental Data Loss" in Part 1.

In Case of Difficulty

If the module does not appear to be performing properly, return to the preliminary Texas Instruments screen by turning the computer off and then on again. Withdraw the module, realign it with the module port on the console, and reinsert it carefully. Then press any key to make the master selection list appear. The title of the module should be on this list. Press the appropriate number to restart the application. If the problem continues, turn the console off, wait a few seconds, then switch it on and again restart the application as above.

If the module is accidentally removed from the console port while being used, the computer may behave erratically. To restore normal operation, turn off the console, wait a few seconds, reinsert the module carefully, and switch on again.

If you experience further difficulty, consult "Checking Your System" in Part 1. Additional information may be found in your *User's Reference Guide* for the TI 99/4. If you need further assistance, contact the Customer Service Representative for Electronic Publishing at your Scott, Foresman Regional Office or your local authorized Scott, Foresman dealer.

Microcomputer Glossary

backup: a duplicate data disk made as a reserve in case of accidental erasure of or damage to a master disk; also, the process of copying the contents of a master disk onto a reserve disk, which is most conveniently done when both disks are in connected disk drives.

branch: an alternative procedure in an application that is triggered instead of another procedure by a specific input or command. In *School Management Applications,* the user-controlled branches are identified by numbered lists on menu screens and selected by entering the desired number.

character: any letter, number, or other symbol, such as an asterisk or plus sign. To a computer a space counts as one character.

cursor: a movable symbol (such as a rectangle or a dash) that flashes on a monitor screen at the point where the next character can be typed. Data cannot be entered at any place or any time that the cursor is not flashing.

data-entry form: a form that conveniently presents varied input data for one application in a clear layout to make accurate keyboard input easier.

default: an item of data that a computer will use as input unless given other data. The most likely response to a query on a display is often preset to be a default.

disk: a magnetic recording medium on which coded information can be stored and swiftly retrieved from any location on the disk. Disks work much faster and more reliably than cassette tapes for data storage and retrieval.

diskette: a small "mini-floppy" disk, 5¼ inches across, made of flexible plastic coated with a thin layer of metallic oxide.

diskname: a user-assigned code name consisting of up to ten characters (with no periods or spaces), which is recorded on a disk to enable a computer to "recognize" that disk when it is in a drive.

display: the information shown on a video monitor screen at any one time.

editing keys: certain keys that, when used with the SHIFT or FCTN key, can move the cursor within a data field, erase an entire field, or delete and insert characters.

ENTER: a command key at the right of the TI 99/4 keyboard that signals the computer to accept or "remember" the last group of data typed in.

field: a specific space on a disk or other data-storage device that is reserved for a single item of information, and limited to a certain number of characters; for instance, a field of 23 spaces for a name, or one of 4 spaces for a room number. In

School Management Applications, each data field is displayed on the monitor as a white block whose length indicates the number of characters that can be input there. Some fields are for numbers or letters only.

initialization: the process by which an operator identifies a disk with a unique diskname, while the computer clears the disk and sets up an index to prepare it for new data.

input: any data that must be provided to a computer in order to use an application.

interface: a communications link between two devices or computer systems, in which such variables as their rates of data handling or their types of electronic coding are adjusted to work together.

menu: a video display on which branches are listed as numbered options that are selected by typing the desired number and pressing the ENTER key. On some menus, just pressing the number is sufficient.

microcomputer: a small, economical, portable computer that is very simple to operate.

output: any product of a computer such as a printed report or a video display.

RAM (Random Access Memory): computer circuitry that allows information to be both "written" in and also "read" out, but that offers no safeguards against erasure.

read/write head: the part of a disk drive that both records data on a disk and locates it to be played back.

ROM (Read Only Memory): computer circuitry that permanently protects stored contents, thus allowing a program to be freely "read" and used, but not tampered with nor erased.

sector: a segment of a disk that can hold a certain maximum quantity of data (usually 256 characters). A sector is analogous to one drawer in a bank of file cabinets. Diskettes are said to be *soft-sectored* if a computer can adjust their sectors, and *hard-sectored* if the diskette is manufactured with predefined sectors.

Solid State Software ™ : read-only application (or *command*) modules that contain pretested computer programs and that are fast-working, durable, and tamper-resistant because they have no loose wires or moving parts.

Index

Boldface page numbers refer to illustrations

Student Information

Please Print

Disk Number

Record Number

_____

|__|__|__|

Optional Field Codes

|__|__|__|__|__|__|__|__|__|__|
 0 1 2 3 4 5 6 7 8 9

Date or Term

Deletion Approved

Date

_____

_____   _____

School District or School

_____

Student Name (Last, First)

|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|
                    10   20   23

Grade

|__|__|

Room

|__|__|__|__|

Sex (M/F)

|__|

Parent or Guardian (Last, First)

|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|
                    10   20   28

Street Address

|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|
                    10   20   26

City

|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|
                    10   15

State

|__|__|

ZIP

|__|__|__|__|__| - |__|__|__|__|

Information for Coding Optional Field

_____

_____

_____

_____

_____

School Mailer
Optional Field Index

Please Print

School District or School

_____

Term or Year

_____

Field Position

	0	1	2	3	4	5	6	7	8	9
Category										
Code										
Meaning										
Code										
Meaning										
Code										
Meaning										
Code										
Meaning										
Code										
Meaning										
Code										
Meaning										

Scott, Foresman and Company
School Management Applications

Warranty and Service Information

Texas Instruments Incorporated extends this consumer warranty only to the original consumer purchaser.

Warranty Coverage

This warranty covers the electronic and case components of the software module. These components include all semiconductor chips and devices, plastics, boards, wiring, and all other hardware contained in this module ("the Hardware"). This limited warranty does not extend to the programs contained in the software module and in the accompanying book materials ("the Programs").

The Hardware is warranted against malfunction due to defective materials or construction. **This warranty is void if the hardware has been damaged by accident or unreasonable use, neglect, improper service, or other causes not arising out of defects in material or construction.**

Warranty Duration

The Hardware is warranted for a period of three months from the date of the original purchase by the consumer.

Warranty Disclaimers

Any implied warranties arising out of this sale, including but not limited to the implied warranties of merchantability and fitness for a particular purpose, are limited in duration to the above three-month period. Texas Instruments shall not be liable for loss of use of the Hardware or other incidental or consequential costs, expenses, or damages incurred by the consumer or any other user.

Some states do not allow the exclusion or limitation of implied warranties or consequential damages, so the above limitations or exclusions may not apply to you in those states.

Legal Remedies

This warranty gives you specific legal rights, and you may also have other rights that vary from state to state.

Performance by TI Under Warranty

During the three-month warranty period, defective Hardware will be replaced when it is returned postage prepaid to a Texas Instruments Service Facility listed below. The replacement Hardware will be warranted for a period of three months from date of replacement. Other than the postage requirement, no charge will be made for replacement. TI strongly recommends that you insure the Hardware for value prior to mailing.

Texas Instruments Consumer Service Facilities

Texas Instruments Service Facility
P.O. Box 2500
Lubbock, Texas 79408

Geophysical Services Incorporated
41 Shelley Road
Richmond Hill, Ontario, Canada L4C5G4

Consumers in California and Oregon may contact the following Texas Instruments offices for additional assistance or information.

Texas Instruments Consumer Service
831 South Douglas Street
El Segundo, California 90245
(213) 973-1803

Texas Instruments Consumer Service
10700 Southwest Beaverton Highway
Beaverton, Oregon 97005
(503) 643-6758

Important Notice of Disclaimer Regarding the Programs

The following should be read and understood *before* purchasing and/or using the software module.

Scott, Foresman and Company does not warrant that the *School Management Applications* Programs will be free from error or will meet the specific requirements of the consumer. The consumer assumes complete responsibility for any decisions made or actions taken based on information obtained using the Programs. Any statements made concerning the utility of the Programs are not to be construed as express or implied warranties.

Scott, Foresman and Company makes no warranty, either express or implied, including but not limited to any implied warranties of merchantability and fitness for a particular purpose, regarding the Programs and makes all Programs available solely on an "as-is" basis.

In no event shall Scott, Foresman and Company be liable to anyone for special, collateral, incidental, or consequential damages in connection with or arising out of the purchase or use of the Programs and the sole and exclusive liability of Scott, Foresman and Company, regardless of the form of action, shall not exceed the purchase price of the software module. Moreover, Scott, Foresman and Company shall not be liable for any claim of any kind whatsoever by any other party against the user of the Programs.

Some states do not allow the exclusion or limitation of implied warranties or consequential damages, so the above limitations or exclusions may not apply to you in those states.