

EPES Software

TITLE I Assessment

for Windows

©

Copyrighted by

Educational Programs and Software, Inc.

1999

This documentation may not be copied
without written consent from
©EPES Software, Inc.

INTRODUCTION	5
CHAPTER 1: QUICK START	10
Installing the Title I Assessment Program	10
First Time You Run the Program	11
Registering the Program	11
Daily Start Up	13
CHAPTER 2: FILE MENU	14
Starting the Title I Assessment Program	14
Adding Student Information	14
Programs Button	17
Status Button	18
Test Scores Button	20
Adding Program Information: All Students	22
Adding Program Codes	23
Adding Status Information: All Students	24
Adding Status Codes	24
Adding Staff Information	25
Adding Test Scores	27
Adding Test Names	29
Adding Test Areas	30
Adding Kind of Tests	30

Adding School Information	31
Adding County Information	32
Adding Grade Information	32
CHAPTER 3: OUTPUT MENU (REPORTS)	33
Student Reports	33
1- Alpha. List of Basic Student Information	33
Insert Selection Rule	34
Field	34
Comparison	34
Insert Button	37
Edit Button	38
Append Button	38
Delete Button	38
Viewing / Printing Report Information	39
Print	39
Print Current Page	39
Zoom In	39
Zoom Out	39
First Page	40
Previous Page	40
Next Page	40
Last Page	40
Pause	40
Close	40
2- List Students with their Status Code	40
3- List of Status Codes with Students	41
4- Status Codes	41
5- List Students with their Program Code	41
6- List of Program Codes with Students	41

Table of Contents

7- Program Codes	42
School / County Reports	42
List of Schools	42
List of Counties	42
Staff Reports	42
Test Reports	43
1- Test Reports by Quartile, Grade, Teacher	43
2- Test Scores in Ascending Order	46
3- List of Test	47
4- List of Test Areas	47
5- Kinds of Tests	47
CHAPTER 4: UTILITIES MENU	48
Registration/Support	48
Register Program	48
Update Support	49
INDEX	51

Introduction

Welcome to Title I Assessment for Windows. This program is designed to keep track of student test scores and print reports required for Title I Assessment.

The program tracks student test scores for as many years as you wish.

You can view student test scores on the screen or you can print them to the printer.

You'll use the mouse or keyboard to operate the program. Pull-down Menus and Windows make the program extremely easy and quick to use.

Help is just a keystroke away! Press **[F1]** or click on **Help** with the mouse at any time... from anywhere in the program.

Security is built into the program to protect your data from unwanted users. It's simple to use, yet very effective.

You have two manuals:

I. Title I Assessment Manual

This manual explains the specific details about the **Title I Assessment Program**. Think of it like a recipe. It

contains all the details or what you want to do.

The **Title I Assessment** manual contains:

<u>Chapter</u>	<u>Information</u>
1	Quick Start , Installing the program and Overview.
2	File Menu , Information to Add to the program.
3	Output Menu , Title I Reports you can print to the screen or printer.
4	Utilities Menu , Special programs to simplify your work.

II. EPES Software Reference Manual

This manual explains how to:

- Select Menu Options.
- Use the keyboard or mouse.

- Make Backups of your data.
- Add, Edit, and Delete information... and much more.

The **EPES Reference Manual** contains:

<u>Chapter</u>	<u>Information</u>
1	File Menu , How to select program options, Close Files, select Printers, and Exit the program.
2	Edit Menu , How to Edit entries.
3	Commands Menu , How to use the Tool Bar Menu to add, edit, and view information; how to use the keyboard or mouse to move around in the program.
4	Output Menu , How to print reports to the screen or printer.
5	Window Menu , How to move or change the size of a window on the screen, and select other windows on the screen.
6	Utilities Menu , Programs which perform special functions like backing up your data, recreating damaged indexes, etc.
7	Help Menu , How to get help using the program.
8	Administrator Menu , How to add users to the program and assign their rights to add,

edit, delete or view information.

Think of the reference manual as an oven. You can use the oven every time you bake. Once you're familiar with how the oven works, you know how to use it for all your recipes.

We have one major objective in mind:

Once you know how to use one EPES program for Windows, you'll know how to use all of them.

How is the Manual Written?

The following information will help you understand how the manual is written.

<u>Symbol</u>	<u>Meaning</u>
[]	Information enclosed in brackets means to press a key. For example, [A] means press the letter A.
< >	Information enclosed in braces means to select a command on the screen. For example, < Add > means select the Add command.
' '	Information enclosed in single quotes means to select a Menu option. For example, 'Fee

Codes' means select the Fee Codes option from the Menu.

" " Information enclosed in double quotes refers to a message on the screen or a section in your manual.

_____ : Information followed by a colon refers to information you are to type into the program. For example, **Password:** means type in the password.

Chapter 1: Quick Start

This chapter is an overview of the **Title I Assessment Program**. You'll learn how to install the program and get started.

Installing the Title I Assessment Program

Start your computer. Go to your windows program. Place the **Title I Assessment Program Diskette # 1** in your Floppy Drive A (or B).

Windows 3.X

Select the '**File**' Menu of the Windows Program Manager. Then, select '**Run**'.

Windows 9x

Select '**Start**'. Then, select '**Run**'.

Type in the following:

```
A:install [Enter] or
B:install [Enter].
```

To install the program, press **[Enter]** for each option appearing on the screen.

Insert Program Disk #2, when prompted.

To install the program, press **[Enter]** for each option that appears on the screen. When the program has been successfully installed, the final message you'll see will be "**Installation is complete**".

First Time You Run the Program

After first installing the program, the program is running in 'DEMO' mode. In Demo mode, you can test every option in the program.

Registering the Program

To gain unrestricted access to the program, you must register it. To register a program, do the following:

1) Received the Master Diskettes

If you ordered the program from our office, the registration information will be on the last master diskette. Put that diskette in your floppy disk drive (A or B).

Under the Utilities Menu, select **'Registration/Support'**, then select **'Register Program'**.

By default, the program is set up to register the program from floppy disk drive A. If this is what you want to do, simply select **< OK >**. Otherwise, select the appropriate options below.

From the Program Registration Screen:
Select Register Program
 Un-Register the Program

Select the program to register:
 Title 1 Program
 All-In-One Registration

Select the drive where the registration information is located:

- (•) Registration File is in Drive A
- () Registration File is in Drive B
- () Other DrivePath (Please specify)

Note: If you select this last option, you must type in the drive and path where the registration information is located. For example: c:\windows\temp (Be sure to enter the location where the registration file is located on your computer.)

2) Registering the Demo program Downloaded from our Web Site.

If you downloaded the demo program and want to purchase it, contact our sales office: **1-800-424-7512** or email us at: **sales@epesssoftware.com**. When the payment or purchase order is received, you will be sent a registration file for the program. Put that file on a floppy diskette and follow the same instructions in step 1 above.

Log In Screen

Once the program is registered, you need to "**Log In**" before you can use the program. A Log In screen will appear.

Enter the following information:

ID: **SYS**

Password: **PASSWORD**

Chapter 1: Quick Start

This is the ID and Password for the System Administrator. The System Administrator has total access (control) to everything in the program.

Once you've logged into the program, as the System Administrator, you can use the Administrator option from the **Master Menu** to add additional users or change passwords. You can also change the password, under the '**Change Password**' option of the **Utilities Menu**.

Put your program diskettes away in a safe place when you've finished.

Daily Start Up

To start the program, select the **Title I Assessment** icon within the EPES Software Group of your **Windows Program Manager** or **Windows 95 Desktop**.

Enter your ID and password.

Chapter 2: File Menu

This chapter explains how to set up your **Title I Assessment Program** and begin adding information under the **File Menu**.

Starting the Title I Assessment Program

After turning on your computer, select the **Title I Assessment** icon from your EPES Software program group.

Enter the following information:

ID: **SYS** (or the ID that has been set up for you.)

Password: **PASSWORD** <Enter> (or the password that's been set up for you.)

The **Master Menu** will appear.

Adding Student Information

NOTE: This is first on the menu, so we cover it first, but to save time, enter school and county information first.

Use this file to enter information about your students. Select '**Students**' under the **File Menu**. Then, select '**Student Information**'.

Select < **Add** >. Enter the following information.

Chapter 2: File Menu

Student ID: Enter a unique ID code for this student. For example: **1**.

Name: Enter the name of the student, last name then first name. For example: **DOE, JOHN**.

Soc Sec No: Enter the student's social security number. For example: **123-45-6789**

Address: Enter the student's address. For example: **814 Main Street**.

City: Enter the student's city. For example: **Magnolia**.

State: Enter the student's state. For example: **AR**.

Zip Code: Enter the student's zipcode. For example: **71753**.

Race: Enter the student's race code. Use **W**=White, **B**=Black, **H**=Spanish, **A**=Asian, **I**=Indian and **O**=Other. Race codes 1 and 2 are miscellaneous race codes. Use the **<Spacebar>** to toggle between codes.

Gender: Enter the student's gender code. Use **M**=Male or **F**=Female. Use the **<Spacebar>** to toggle between gender codes.

Grade ID: Enter the student's grade. For example: **11**.

Chapter 2: File Menu

Homeroom: Enter the student's homeroom number. For example: **153**.

Locker No: Enter the student's locker number. For example: **175**.

Birthdate: Enter the student's birthdate. For example: **03/03/80**.

Parent: Enter the student's parent or guardian. For example: **Jane Doe**.

Res Phone: Enter the student's home phone number. For example: **234-1234**.

Bus Phone: Enter the parent's business phone number. For example: **234-4321**.

Emergency Phone: Enter the parent's emergency phone number. For example: **234-4321**.

School ID: Enter the School's ID number. For example: **1**.

County Id: Enter the County ID number. For example: **1**.

More, Save, Cancel (Tool Bar Menu)

Select < **More** > to save this student's information and add another one.

Select < **Save** > to save this student's information and exit.

Select < **Cancel** > to undo what you've added and exit.

Programs Button

Use the '**Programs Button**' to enter program information about the current student on the screen.

NOTE: If you only enter **Title 1** students, the programs button will not be of help to you. If you enter all your students, and want to identify those students in **Title I** involved in the **Title I Program**, use the programs button.

Click on the programs button and select from the following options.

New

Select '**New**' to add program information about this student. Enter the following information.

Program ID: Enter the Program ID number for this student or press **[F5]** to select from a popup list. For example, **1** (for Title 1).

Note: Optional. Enter any notes about this program and student.

More, Save, Cancel

Select < **More** > to save this student's program information and add information about another program.

Select < **Save** > to save this student's program information and exit.

Select < **Cancel** > to undo what you've added and exit.

Change

Use this option to change program information already entered. Highlight the program to change and select '**Change**' .

Remove

Use this option to delete program information already entered. Highlight the program to delete and select '**Remove**' .

Status Button

Use the '**Status Button**' to enter characteristics about the current student on the screen. For example, a student may be Handicapped, have Limited English Proficiency or be Economically Deprived.

Click on the status button and select from the following options.

New

Select '**New**' to add status information about this student. Enter the following information.

Status ID: Enter a Status ID number for this student or press **[F5]** to select from a popup list. For example, **1** (for Economically Deprived).

Note: Optional. Enter any notes about this status code and student.

More, Save, Cancel

Select **< More >** to save this student's status information and add information about another status code.

Select **< Save >** to save this student's status information and exit.

Select **< Cancel >** to undo what you've added and exit.

Change

Use this option to change Status information already entered. Highlight the program to change and select '**Change**'.

Remove

Use this option to delete Status information already entered. Highlight the program to delete and select '**Remove**'.

Test Scores Button

Use the '**Test Scores Button**' to enter test scores for the current student on the screen.

NOTE: See '**Test Scores**' under '**Testing**' of the **File Menu** to learn how to add test scores for multiple students at one time.

Click on the test scores button and select from the following options.

New

Select '**New**' to add test scores for this student. Enter the following information.

Test ID: Enter a Test ID number for this student or press **[F5]** to select from a popup list. For example, **1** (for Stanford Achievement Test).

NOTE: The test Id that was previously entered is the default.

Test Area Id: Enter a Test Area ID number to identify which test area this score represents. For example, **BASBT** (for Basic Battery).

NOTE: The test area ID that was previously entered is the default.

Chapter 2: File Menu

Score: Enter the numeric test score for this student. Be consistent with whatever test score you use. You will probably enter NCE or Percentile Scores.

Date: Enter the date of the test.

NOTE: The last test date entered is the default.

Testtime: Enter an **F** for fall or **S** for Spring followed by the year. Example, **F97**.

NOTE: The last test time entered is the default.

Staff ID: Enter the staff ID number for the teacher or press **[F5]** to select from a popup list. Example, **1**.

NOTE: The last Staff ID entered is the default.

More, Save, Cancel

Select < **More** > to save this student's test score and add more test scores.

Select < **Save** > to save this student's test score(s) and exit.

Select < **Cancel** > to undo what you've added and exit.

Change

Use this option to change test scores already entered. Highlight the program to change and select '**Change**'.

Remove

Use this option to delete test scores already entered. Highlight the program to delete and select '**Remove**'.

Adding Program Information: All Students

Use this file to enter program information for multiple students at the same time. Select '**Students**' under the **File Menu**. Then, select '**Program Information: All Students**'.

Select < **Add** >. Enter the following information.

Student ID: Enter the student's ID number or press [**F5**] to select from a popup list. For example: **1**.

Program ID: Enter a program ID number or press [**F5**] to select from a popup list. For example: **1**, for Title I.

Note: Optional. Enter any notes about this program and student.

Adding Program Codes

The program already has many types of program codes entered. Use this file to view, add, or edit program codes. Select '**Students**' under the **File Menu**. Then, select '**Program Codes**'.

Select < **Add** >. Enter the following information.

Program ID: Enter a unique ID number for this program code. For example: **1**.

Program Title: Enter a descriptive title for this program. For example: **Title I**.

NOTE: A wide variety of program codes can be entered, so we recommend that you group your code numbers to keep similar types of programs together.

For example, Program Codes 1-13 represent special programs offered during regular school hours.

Program Codes 100-105 represent special programs offered during non-school hours or summer vacation.

Adding Status Information: All Students

Use this file to enter characteristics for multiple students at the same time. Select '**Students**' under the **File Menu**. Then, select '**Status Information: All Students**'.

Select < **Add** >. Enter the following information.

Student ID: Enter the student's ID number or press [**F5**] to select from a popup list. For example: **1**.

Status ID: Enter a status ID number or press [**F5**] to select from a popup list. For example: **1**, for Economically Deprived.

Note: Optional. Enter any notes about this status code and student.

Adding Status Codes

The program already has many types of status codes entered. Status codes are characteristics about a student. Use this file to view, add, or edit status codes.

Select '**Students**' under the **File Menu**. Then, select '**Status Codes**'.

Select < **Add** >. Enter the following information.

Status ID: Enter a unique ID number for this status code. For example: **1**.

Status Title: Enter a descriptive title for this status code. For example:

Economically Deprived.

NOTE: A wide variety of status codes can be entered, so we recommend that you group your code numbers to keep similar types of characteristics together. For example:

Program codes 1-7 represent the Equity related characteristics asked for in most Federal and State Reports.

Program Codes 100-115 represent special education characteristics asked for in most Federal and State Reports.

Adding Staff Information

Use this file to enter information about your staff. Select '**Staff**' under the **File Menu**.

Select < **Add** >. Enter the following information.

Staff ID: Enter a unique ID code for this staff member. For example: **1**.

Name: Enter the name of the staff member, last name then first name. For example: **WATSON, JOHN**.

Chapter 2: File Menu

Soc Sec No: Enter the staff member's social security number. For example: **123-45-6789**

Address: Enter the staff member's address. For example: **814 Main Street.**

City: Enter the staff member's city. For example: **Magnolia.**

State: Enter the staff member's state. For example: **AR.**

Zip Code: Enter the staff member's zipcode. For example: **71753.**

Phone: Enter the staff member's home phone number. For example: **234-1234.**

Race: Enter the staff member's race code. Use **W**=White, **B**=Black, **H**=Spanish, **A**=Asian, **I**=Indian and **O**=Other. Race codes 1 and 2 are miscellaneous race codes. Use the **<Spacebar>** to toggle between codes.

Gender: Enter the staff member's gender code. Use **M**=Male or **F**=Female. Use the **<Spacebar>** to toggle between gender codes.

School ID: Enter the School's ID number. For example: **1.**

Homeroom: Enter the staff member's homeroom number. For example: **107.**

More, Save, Cancel (Tool Bar Menu)

Select < **More** > to save this student's information and add another one.

Select < **Save** > to save this student's information and exit.

Select < **Cancel** > to undo what you've added and exit.

Adding Test Scores

NOTE: Before adding test scores, enter the additional information about your tests. See the following three sections of this manual for details on how to do this.

Use this file to enter test scores for multiple students. Select '**Testing**' under the **File Menu**. Then select '**Test Scores**'.

Select < **Add** >. Enter the following information.

Student ID: Enter the student's ID number or press [**F5**] to select from a popup list. For example: **1**.

Test ID: Enter a Test ID number for this student or press [**F5**] to select from a popup list. For example, **1** (for Stanford Achievement Test).

Chapter 2: File Menu

NOTE: The test ID that was previously entered is the default.

Test Area ID: Enter a Test Area ID number to identify which test area this score represents. For example, **BASBT** (for Basic Battery).

NOTE: The test area ID that was previously entered is the default.

Score: Enter the numeric test score for this student. Be consistent with whatever test score you use. You will probably enter NCE or Percentile Scores.

Date: Enter the date of the test.

NOTE: The last test date entered is the default.

Testtime: Enter an **F** for fall or **S** for Spring followed by the year. Example, **F99**.

NOTE: The last test time entered is the default.

Staff ID: Enter the staff ID number for the teacher or press **[F5]** to select from a popup list. Example, **1**.

NOTE: The last Staff ID entered is the default.

More, Save, Cancel

Select < **More** > to save this student's test score and add more test scores.

Select < **Save** > to save this student's test score(s) and exit.

Select < **Cancel** > to undo what you've added and exit.

Adding Test Names

Use this file to enter information about your test(s). Select '**Testing**' under the **File Menu**. Then select '**Test Names**'.

Select < **Add** >. Enter the following information.

Test ID: Enter a unique Test ID number for this test. For example, **1**.

Test Title: Enter the name of the test. For Example, **Stanford Achievement Test**.

Test Level: Enter the level of this test.

Test Form: Enter the form of this test.

Copyright: Enter the copyright date of this test.

Test Type: Enter the code for the type of test or press **[F5]** to select from a popup list.

Adding Test Areas

Use this file to enter information about the various areas of your test. Select '**Testing**' under the **File Menu**. Then select '**Test Areas**'.

Select < **Add** >. Enter the following information.

Test Area ID: Enter a unique code for this test area. For example, **BASBT**.

Test Area Title: Enter a descriptive title for this test area. For Example, **Basic Battery**.

Adding Kind of Tests

Use this file to enter information about the various types of tests you use. Select '**Testing**' under the **File Menu**. Then select '**Kind of Tests**'.

Select < **Add** >. Enter the following information.

Type Test ID: Enter a unique ID number for this type of test. For example, **1**.

Title: Enter a descriptive title for this type of test. For Example, **NORM REFERENCED TEST**.

Adding School Information

Use this file to enter information about your school. Select '**Schools**' under the **File Menu**. Then select '**School Information**'.

Select < **Add** >. Enter the following information.

School ID: Enter a unique ID number for your school. For example, **1**.

Name: Enter the name of your school. For Example, **Magnolia High School**.

Address: Enter the school's address. For example: **1400 School Drive**.

City: Enter the school's city. For example: **Magnolia**.

State: Enter the school's state. For example: **AR**.

Zip Code: Enter the school's zipcode. For example: **71753**.

Phone: Enter the school's home phone number. For example: **234-1234**.

District No: Enter the school district number. For example: **14**.

County ID: Enter the school's county ID code or press [**F5**] to select from a popup list. For example: **1**.

Principal: Enter the principal's name.
For example: **Jim Garret**.

Asst. Prin. 1: Enter the first assistant principal's name. For example: **Bo Ray**.

Asst. Prin. 2: Enter the second assistant principal's name. For example: **James Smith**.

Adding County Information

Use this file to enter county information. Select '**Schools**' under the **File Menu**. Then select '**County**'.

Select < **Add** >. Enter the following information.

County ID: Enter a unique ID number for your county/parish. For example, **1**.

County Title: Enter the name of your county. For Example, **Columbia**.

Adding Grade Information

Use this file to View, Add, or Edit Grade information. Select '**Grades**' under the **File Menu**. Add or edit the following information.

Grade ID: Enter a unique Grade ID code. For example, **01, 02, 12**.

Grade Title: Enter a descriptive title for the grade. For Example, **First Grade**.

Chapter 3: Output Menu (Reports)

This chapter explains the Reports to print to the screen or printer.

Note: This Menu is **Not** highlighted if you're viewing information on the screen. Quit what you're doing and return to the **Master Menu**.

These reports were developed using **R&R Report Writer**. This is a special report writing program. The predefined programs that go with the program are explained in this chapter.

Select **Output** from the **Master Menu**, and select from the following report options.

Student Reports

This report option prints student related reports. Select '**Student Reports**' under the **Output Menu**. Select from the following student reports.

1- Alpha. List of Basic Student Information

This report prints an alphabetically listing of student information.

Select '**1- Alpha. List of Basic Student Information**'. The Insert Selection Rule window will appear.

Insert Selection Rule

This option allows you to limit the information to print.

To print all information, select **< OK >**. The report will print to the screen. See the instructions later in this section to learn how to view different pages of your report on the screen and print the information to the printer.

Limiting the Information to Print

To limit the information printed, you need to know the following:

Field

Click on the '**Field**' box just under the title **Field**.

This is a list of the fields used in this report. Select the field that contains the information you want to limit.

For example, if you wanted to print only those students in certain grades, you'd select '**Grade_ID**'.

Suppose students in grades 7-12 have been typed into the computer for our examples below.

Comparison

Click on the '**Comparison**' box just under the title **Comparison**.

Chapter 3: Output Menu (Reports)

This is a list of comparison operators to use on the field you've selected. The comparison operators are as follows:

Equal To: If you want to print only those students in grade 10, select this operator. Then, enter 10 in the '**Compared To**' box.

NOTE: When entering information in the '**Compared To**' box, notice there's a message to the left (just above '**And/Or**') telling you what information to enter.

For example, if you selected 'Grade_ID', the message would say '**Enter a numeric value**'. If you selected 'Sex', the message would say '**Enter literal strings with double quotes, for example: "abc"**'. To see only males, you'd enter "**M**".

Not Equal To: If you wanted to print all students NOT in grade 10, you would select this operator. Just enter 10 in the '**Compared To**' box. This would print students in grades 7, 8, 9, 11, and 12.

Greater Than: If you wanted to print all students greater than grade 9, you'd enter 9 in the '**Compared To**' box. This would print students in grades 10, 11, and 12.

Greater Than or Equal To: If you wanted to print all students greater than or

Chapter 3: Output Menu (Reports)

equal to grade 9, you'd select this operator. Then, enter 9 in the '**Compared To**' box. This would print students in grades 9, 10, 11, and 12.

Less Than: If you want to print all students less than grade 9, select this operator. Then, enter 9 in the '**Compared To**' box. This will print students in grades 7 and 8.

Less Than or Equal To: If you want to print all students less than or equal to grade 9, select this operator. Then, enter 9 in the '**Compared To**' box. This will print students in grades 7, 8, and 9.

In the Range: If you want to print all students from grades 7 to 9, enter 7,9 in the '**Compared To**' box. This will print students in grades 7, 8, and 9.

Not In the Range: To print all students except those in grades 7 to 9, enter 7, 9 in the '**Compared To**' box. This will print students in grades 10, 11, and 12.

In the List: To print all students in grades 8 and 11, enter 8,11 in the '**Compared To**' box.

Not In the List: To print all students except those in grades 8 and 11, enter 8,11 in the '**Compared To**' box. This will print students in 7, 9, 10, and 12.

Chapter 3: Output Menu (Reports)

Query (Include all records where)

Once you've selected the field, Comparison Operator, and the Compared To information, select < OK >. The 'Query' window will appear.

The 'Query' window tells you what information the program plans to select. In the above example, it says: '**Include all records where... Grade_ID is equal to 10**'.

Select < OK > to print this report information.

Select < Cancel > to return to the **Master Menu**.

Select < Verify > to check and see if the query information you've entered is OK.

Insert Button

Select this option to select additional information to use in limiting what is printed out.

For example, if you wanted to print only Males in grade 10, select this option. Then select '**SEX**' as the **Field**, '**Equal To**' as the comparison, and "**M**" as **Compared To**.

Your report would now include Males in grade 10.

Edit Button

This option allows you to change the query information you've entered.

Highlight the query line you want to change and select **Edit**. Make any changes to the query line and save it.

Append Button

Use this option to enter multiple field selections on the same line.

This is very similar to the **Insert** button. The **And/Or** box is highlighted. The program is asking you whether to use **AND** or **OR** as the joining condition. **AND** is the same condition used by the '**Insert**' button.

The real difference here is **OR**. If you select **OR**, this means to accept any information where the first query condition **OR** the second condition is True.

If you select **AND**, both query conditions must be true to be included in the report.

For most reports, use the **Insert** button.

Delete Button

Use this option to delete the highlighted query line.

Viewing / Printing Report Information

Once you've selected the information to print, your report will first appear on the screen.

Use the ten buttons across the top left of the screen to view or print your information. If you put your mouse pointer on the button (without clicking the mouse), a message will appear telling you what will happen if you click the mouse button.

The report options across the top, from left to right, are as follows:

Print

Print the entire report to your printer.

Print Current Page

Print only the current page to your printer.

Zoom In

Make the print on the screen larger.

Zoom Out

Make the print on the screen smaller.

NOTE: If you move your mouse over a page of your report, you'll notice a magnifying glass appears. Move the magnifying glass to a section of the report and click the mouse. Notice the print size changes. Click on the mouse again. The print size changes again. This is a quick option which allows you

Chapter 3: Output Menu (Reports)

to zero in on a specific report page section and change the print size.

First Page

Go to the first page of the report.

Previous Page

Go to the previous page of the report.

Next Page

Go to the next page of the report.

Last Page

Go to the last page of the report.

Pause

If you select Last Page, then select Pause, your report will pause where it is rather than to the last page.

Close

Close the report option and exit.

2- List Students with their Status Code

This option prints a report, by student, showing the status codes entered for each student.

To limit the information printed, see the detailed instructions on '**Insertion Selection Rule**' on page 33.

3- List of Status Codes with Students

This option prints a report, by status code title, of all students entered for each status code.

To limit the information printed, see the detailed instructions on '**Insertion Selection Rule**' on page 33.

4- Status Codes

This option prints a report of all status codes and respective titles.

To limit the information printed out, see the detailed instructions on '**Insertion Selection Rule**' on page 33.

5- List Students with their Program Code

This option prints a report, by student, showing the program codes entered for each student.

To limit the information printed, see the detailed instructions on '**Insertion Selection Rule**' on page 33.

6- List of Program Codes with Students

This option prints a report, by program code title, of all students entered for each program code.

To limit the information printed, see the detailed instructions on '**Insertion Selection Rule**' on page 33.

7- Program Codes

This option prints a report of all program codes and respective titles.

To limit the information printed, see the detailed instructions on '**Insertion Selection Rule**' on page 33.

School / County Reports

There are two reports under this option.

List of Schools

This option prints information about the schools.

To limit the information printed, see the detailed instructions on '**Insertion Selection Rule**' on page 33.

List of Counties

This option prints the county ID and Title.

To limit the information printed, see the detailed instructions on '**Insertion Selection Rule**' on page 33.

Staff Reports

This option prints information about your staff.

To limit the information printed, see the detailed instructions on '**Insertion Selection Rule**' on page 33.

Test Reports

This option prints test related reports. Select '**Test Reports**' under the **Output Menu** and select from the following options.

1- Test Reports by Quartile, Grade, Teacher

This report prints test information by quartile, grade, and teacher. Please read this entire section before running a report. Some of the information you'll need to enter to get a report is explained later in this section.

Select '**1- Test Reports by Quartile, Grade, Teacher**' and the Title 1 Related Reports window will.

The information on the left allows you to select ten different types of reports:

(.) No. of Test Scores by Quartile

This option prints the number of students and percent scoring within each quartile.

(.) Quartiles by Gender

This option prints the number of students scoring within each quartile by Male and Female.

(.) Quartiles by Race

This option prints the number of students scoring within each quartile by race code.

Chapter 3: Output Menu (Reports)

(.) Quartiles by Status Code

This option prints the number of students scoring within each quartile by status code.

After selecting this option, enter the status code to include on the report:

Which Status Code: ____

For example, enter a 1 for economically deprived.

(.) Quartiles by Race, Gender

This option prints the number of students scoring within each quartile by race and gender.

(.) Quartiles by Teacher, Gender

This option prints the number of students scoring within each quartile by Teacher and gender.

(.) Quartiles by Teacher, Race

This option prints the number of students scoring within each quartile by Teacher and race.

(.) Quartiles by Teacher, Race, Gender

This option prints the number of students scoring within each quartile by Teacher, race, and gender.

(.) Test Scores by Grade

This option prints actual test scores for students by grade.

Chapter 3: Output Menu (Reports)

(.) Test Scores by Teacher

This option prints actual test scores for students by teacher.

Test ID: Select the Test to use in printing this report. For example, **1**.

Test Area: Select the test area to report on. For example, **BASBT** (Basic Battery).

Test Time: Enter **F** (Fall) or **S** (Spring) followed by the year. For example, **F99**.

(.) All Schools

() One School

If you select one school to use for this report, then enter the school ID number:

Which School: ____

(.) All Grades

() One Grade

If you select one grade to use for this report, then enter the Grade ID:

Which Grade: ____

(.) All Programs

() One Program

If you select one program to use for this report, then enter the Program ID number:

Which Program: ____

(.) Screen () Printer

Select **Screen** to preview the report on the screen.

Select **Printer** to send the report to your printer.

2- Test Scores in Ascending Order

This report prints actual student test scores in ascending order by grade. Select '**2- Test Scores in Ascending Order**' and the Query window will appear:

Notice that the Query already has four items entered for you. This is an example of the type of information you'll need.

The first line tells the program what test to use (Test_ID is equal to 1).

The second line tells what subtest to use (TstArea_ID is equal to "BASBT").

The third line tells what test scores to use (Score is less than or equal to 50).

The fourth line tells what testing period to report on (Testtime is equal to "F95").

To get the report you need, highlight the line to change, select '**Edit**' and enter the appropriate information.

Chapter 3: Output Menu (Reports)

To limit the information printed, see the detailed instructions on '**Insertion Selection Rule**' on page 33.

3- List of Test

This report prints a list of test entered into the program. It shows the Test ID number, Title, Level, Form, Copyright, and Kind of Test.

To limit the information printed out, see the detailed instructions on '**Insertion Selection Rule**' on page 33.

4- List of Test Areas

This report prints a list of subtest areas entered into the program. It shows the Test Area ID and Title.

To limit the information printed, see the detailed instructions on '**Insertion Selection Rule**' on page 33.

5- Kinds of Tests

This report prints a list of the different kinds (types) of tests entered into the

program. It shows the Test Class ID and Title.

To limit the information printed out, see the detailed instructions on '**Insertion Selection Rule**' on page 33.

Chapter 4: Utilities Menu

This chapter explains the **Utilities Menu** programs that are unique to the **Title I Assessment Program**. The remaining **Utility Menu** programs are explained in detail in Chapter 6 of the **EPES Reference Manual**.

Registration/Support Register Program

Use this option to register your program for unrestricted use. To register a program, do the following:

1) Received the Master Diskettes

If you ordered the program from our office, the registration information will be on the last master diskette. Put that diskette in your floppy disk drive (A or B).

Under the Utilities Menu, select **'Registration/Support'**, then select **'Register Program'**.

By default, the program is set up to register the program from floppy disk drive A. If this is what you want to do, simply select **< OK >**. Otherwise, select the appropriate options below.

From the Program Registration Screen:
Select (•) Register Program
 () Un-Register the Program

Select the program to register:

- (•) Title 1 Program
- () All-In-One Registration

Select the drive where the registration information is located:

- (•) Registration File is in Drive A
- () Registration File is in Drive B
- () Other DrivePath (Please specify)

Note: If you select this last option, you must type in the drive and path where the registration information is located. For example: c:\windows\temp (Be sure to enter the location where the registration file is located on your computer.)

2) Registering the Demo program

Downloaded from our Web Site.

If you downloaded the demo program and want to purchase it, contact our sales office: **1-800-424-7512** or email us at: **sales@epesssoftware.com**. When the payment or purchase order is received, you will be sent a registration file for the program. Put that file on a floppy diskette and follow the same instructions in step 1 above.

Update Support

Use this option to update your support renewal information for the program. You will receive a support renewal code from our office when you support is renewed.

Note: If you purchased the **All-In-One** option, you will renew your support each year. If your support is not renewed within 30 days after the completion of the year, the program will return to Demo mode.

Select the program to update:

- Title 1 Program
- All-In-One

Support Renewal Code: Enter the support renewal code you received from our office.

Index

—A—

Address, School, 31

Address, Staff, 26

Address, Student, 15

All-In-One, 50

Alpha. List of Basic Student Information, 33

And/Or box, 38

Append Button, Insert Selection Rule, 38

Asst. Prin. 1, 32

Asst. Prin. 2, 32

—B—

Birthdate, Student, 16

Business Phone, 16

—C—

Change, 18, 19, 22

City, School, 31

City, Staff, 26

City, Student, 15

Close, Report, 40

Comparison, Insert Selection Rule, 34

Copyright, 29

County Id, 16, 31, 32

County Information, 32

County Reports, 42

County Title, 32

—D—

Daily Start Up, 13

Date, Test, 21, 28

Delete Button, Insert Selection Rule, 38

District No, 31

—E—

Edit Button, Insert Selection Rule, 38

Emergency Phone, 16

EPES Software Reference Manual, 6

Equal To, 35

—F—

Field, Insert Selection Rule, 34

File Menu, 14

First Page, 40

—G—

Gender, Staff, 26
Gender, Student, 15
Grade ID, 15, 32
Grade Information, 32
Grade Title, 32
Greater Than, 35
Greater Than or Equal To, 35
—H—
Homeroom, 26
Homeroom, Student, 16
—I—
ID:, 12
In the List, 36
In the Range, 36
Insert Button, Insert Selection Rule, 37
Insert Selection Rule, 34
Insert Selection Rule, Append Button, 38
Insert Selection Rule, Comparison, 34
Insert Selection Rule, Delete Button, 38
Insert Selection Rule, Edit Button, 38
Insert Selection Rule, Field, 34
Insert Selection Rule, Insert Button, 37
Installing the Program, 10
Introduction, 5
—K—
Kind of Tests, 30
Kinds of Tests, 47
—L—
Last Page, 40
Less Than, 36
Less Than or Equal To, 36
Limiting the Information to Print, 34
List of Counties, 42
List of Program Codes with Students, 41
List of Schools, 42
List of Status Codes with Students, 41
List of Test, 47
List of Test Areas, 47
List Students with their Program Code, 41
List Students with their Status Code, 40
Locker No, 16
Log In, 12

—N—

Name, School, 31
Name, Staff, 25
Name, Student, 15
New, 17, 19, 20
Next Page, 40
No. of Test Scores by Quartile, 43
Not Equal To, 35
Not In the List, 36
Not In the Range, 36
Note, Program, 17
Note, Status, 19

—O—

Output, Reports, 33

—P—

Parent, 16
Password, 12
Pause, 40
Phone, Business, 16
Phone, Emergency, 16
Phone, Residential, 16
Phone, School, 31
Phone, Staff, 26
Previous Page, 40
Principal, 32
Print, 39
Print Current Page, 39
Printing Report, 39
Program Codes, 23
Program Codes Report, 42
Program Id, 17, 22, 23
Program Information, 22
Program Title, 23
Programs Button, 17

—Q—

Quartiles by Gender, 43
Quartiles by Race, 43
Quartiles by Race, Gender, 44
Quartiles by Status Code, 44
Quartiles by Teacher, Gender, 44
Quartiles by Teacher, Race, 44
Quartiles by Teacher, Race, Gender, 44

Query, 37
Quick Start, 10
—R—
Race, Staff, 26
Race, Student, 15
Register Program, 48
Remove, 18, 19, 22
Report, Kinds of Tests, 47
Report, List of Test, 47
Report, List of Test Areas, 47
Report, No. of Test Scores by Quartile, 43
Report, Quartiles by Gender, 43
Report, Quartiles by Race, 43
Report, Quartiles by Race, Gender, 44
Report, Quartiles by Status Code, 44
Report, Quartiles by Teacher, Gender, 44
Report, Quartiles by Teacher, Race, 44
Report, Quartiles by Teacher, Race, Gender, 44
Report, Test Area, 45
Report, Test ID, 45
Report, Test Scores by Grade, 44
Report, Test Scores by Teacher, 45
Report, Test Scores in Ascending Order, 46
Report, Test Time, 45
Reports, 33
Residential Phone, 16
—S—
School Id, 16, 26, 31
School Information, 31
School Reports, 42
Score, 21, 28
Social Security Number, Staff, 26
Social Security Number, Student, 15
Staff Id, 21, 25, 28
Staff Information, 25
Staff Reports, 42
Starting the Program, 14
State, School, 31
State, Staff, 26
State, Student, 15
Status Button, 18
Status Code, Which, 44

Status Codes, 24
Status Codes Report, 41
Status Id, 19, 24
Status Information, 24
Status Title, 25
Student ID, 15, 22, 24, 27
Student Information, Adding, 14
Student Reports, 33
—T—
Test Area, 45
Test Area Id, 20, 28, 30
Test Area Title, 30
Test Areas, 30
Test Form, 29
Test ID, 20, 27, 29, 45
Test Level, 29
Test Names, 29
Test Reports, 43
Test Reports by Quartile, Grade, Teacher, 43
Test Scores, 27
Test Scores Button, 20
Test Scores by Grade, 44
Test Scores by Teacher, 45
Test Scores in Ascending Order, 46
Test Time, 45
Test Title, 29
Test Type, 29
Tests, Kinds of, 30
Testtime, 21, 28
Title, Type Test, 30
Type Test Id, 30
—U—
Update Support, 49
Utilities Menu, 48
—V—
Viewing Report, Screen, 39
—W—
Windows 3.XX, 10
Windows 9x, 10
—Z—
Zip Code, School, 31
Zip Code, Staff, 26

Zip Code, Student, 15

Zoom In, 39

Zoom Out, 39