



TrainingRegister® Tutorial

Grades & Scores

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Abstract: This Tutorial will help the user use the ClassSchedule Form to optionally grade students or record test scores.

It will be assumed the user has worked through the Overview Tutorial, knows how to open TrainingRegister®, switch to the sample database if needed and login.

It will also be assumed the user is already logged into TrainingRegister®.

Note: If grading or scoring is to happen, it must be done before posting the enrollment records to history. If necessary, individuals can be graded or scored later by editing individual training records using the button on the [Tasks] Tab of the People Form. Fields for entering a grade and/or score are also provided when direct linking a person to a ClassCatalog record.

Select an existing ClassSchedule record:

Click the [Tables] Menu, then select [ClassSchedule]

Click [Find] and use the search tools provided to select an existing scheduled class.

On the [Tasks] Tab, click the [Grade / Score Students] Button.

Click a cell to add a grade or score and follow the on screen instructions as needed.

Shortcut buttons are provided to select letter grades or any alphanumeric value may be typed. Both the Grade and Status fields will accept up to 3 alphanumeric characters.

Both the Grade and Status fields can be displayed on an individual's Training Records report by selecting [Select Fields and Sorting] when preparing the report.

Both the Grade and Status fields can be displayed on a Completed Training / Historical Roster report by selecting [Select Fields and Sorting] when preparing the report.