



# ***USER'S GUIDE***

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# ***INTRODUCTION***



## **Introduction**

### **Welcome!**

Welcome to Carousel Plus version 6.1! Applied Technologies thanks you for choosing Carousel Plus as your lab management, scheduling, and grading software application. We are certain that this product will make the management of your lab much easier.

### **What's New?**

With version 6.1, Carousel Plus is better than ever! We've listened to your suggestions and implemented many of them. Some of the key new features include:

#### **Student Data Import**

Don't spend valuable time typing in the names, ID numbers, addresses, etc. of all your students. Chances are, someone in your school or district has already done that. Simply export that data into a comma delimited ASCII file, supply the necessary field values (ID = Student ID, Last = Last Name, etc.) and let Carousel Plus do the work for you!

#### **Grades Missing Report**

The Preview Details by Module Report is an excellent way to find out what and how many graded events are linked to a module. But wouldn't it be great to generate a report that shows you which students haven't taken which tests? That's what the Grades Missing Report will do for you.

#### **Export Student Data to Media Cruiser with Ease**

Export your student data to all of your networked Media Cruiser computer stations with the click of a button. This feature is now set up in much the same way as the Grade Import Settings window.

## **Delete those Test Results Databases Easily**

Because of potential corruption problems, it's important to delete the test results database (tcsans.mdb) files on a frequent basis, once those results have been imported into Carousel Plus' Gradebook. Now, version 6.1 makes managing those files easy. You can delete all tcsans.mdb files across the network with the convenient Purge Remote Grades button.

## **Log Files for Grade Import and Scheduling**

Each time you have Carousel Plus import grades or create a schedule, status logs and error logs are generated. Now, those logs become files on your hard drive and are appended each time you get grades or reschedule. This way, you don't have to worry about closing a window and losing important "grade import failure" data (like when a student enters an incorrect Student ID).

## **About this User's Guide**

Although this user's guide contains everything you need to know about Carousel Plus, it is primarily designed to offer you the very basics of setting up and running the program. Even though much of the program's setup should initially be done by a salesperson or technician, it is highly suggested that all users understand how the program works and how many of the features and processes are interrelated.

With that said, it is important that you read the Getting Started section. The order in which it appears is the order in which things should be done. For example, your classes should be entered/edited into the computer before student data.



***= Carousel Plus Tip!***



# ***GETTING STARTED***



## Getting Started

### Installing Carousel Plus

**To install Carousel Plus on your computer:**

1. Place the CD into the CD-ROM drive.
2. Click the Start button on the *Windows*® desktop.
3. Select Settings, then Control Panel.
4. Click the Add/Remove Programs icon.
5. Click the Install button.
6. Click the Next button. *From here, Windows will automatically look for a disk in the floppy drive, then for the CD. When it locates the CD, it will ask if you want it to install the “setup.exe” file.*
7. Click the Finish button to complete the installation.

### Importing Data Upon Installation

*If you already have an older version of Carousel installed on your computer with relevant student and module data, the installation routine will ask if you would like to import this data (Figure 1). Click Import to do this.*



*This import routine brings in existing students, student module preferences, students' previous modules, and modules with either different names or IDs. Again, if the existing student, module, etc. information is not relevant, it is strongly suggested that you skip the import and start fresh.*



**Figure 1**

## Starting Carousel Plus

To start, or launch, Carousel Plus:

1. Click the Start button.
2. Select Programs.
3. Click the Carousel Plus folder, then the Carousel Plus icon.

## The Main Screen

Figure 2 shows the main screen of Carousel Plus. Be mindful of the flyover help located at the bottom left of the screen. This area will inform you about buttons, menu options, fields, etc. as you are using them. Just put the mouse cursor over the area in question to activate the flyover help. (Figure 2 shows the cursor over the Create Schedule icon. Note the description of what that icon does in the flyover help area.)

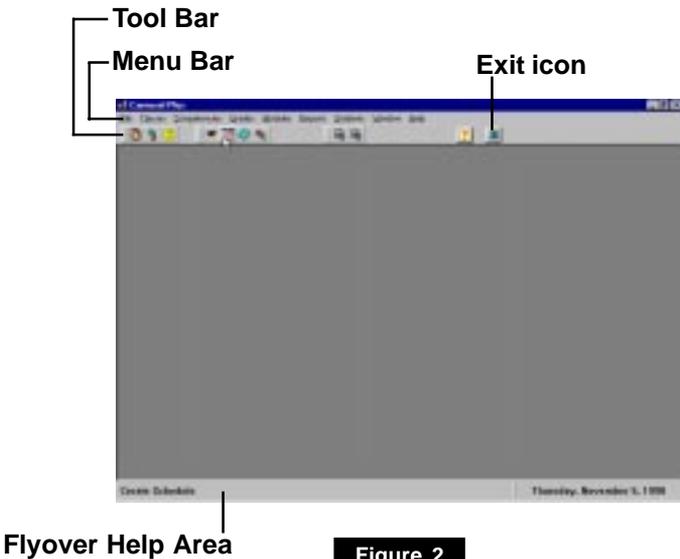


Figure 2

## Setting Up Modules

### Merging Modules

The first thing you will need to do will be to tell Carousel Plus which modules are in your lab. By default, Carousel Plus only installs one “module” in your list and that’s Classroom Lecture.



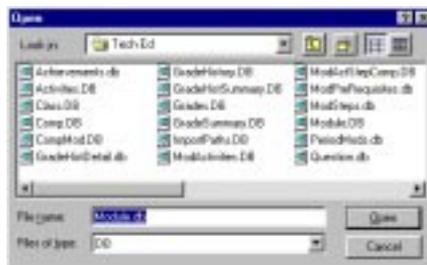
*Classroom Lecture is the default “overflow module.” This is the module that, by default, students will be placed in when Carousel Plus’ scheduler cannot find any other module for them to go. You can define other modules as the “overflow module” if you like, although you can only have one overflow module.*

In order to tell Carousel Plus which modules you have in your lab, you will need to merge modules. The Carousel Plus CD comes with two different “module” directories: one for the modules and classroom activities in our Agri-Science Series, and one for our Technology Education modules.

#### **To merge modules:**

1. Place the Carousel Plus CD in your CD-ROM drive.
2. Click the Modules menu and select Merge Modules.
3. Use the Open window (**Figure 3**) to locate your CD-ROM drive (probably Drive D) and select either the Ag directory or the Tech Ed directory.

*continued on next page...*

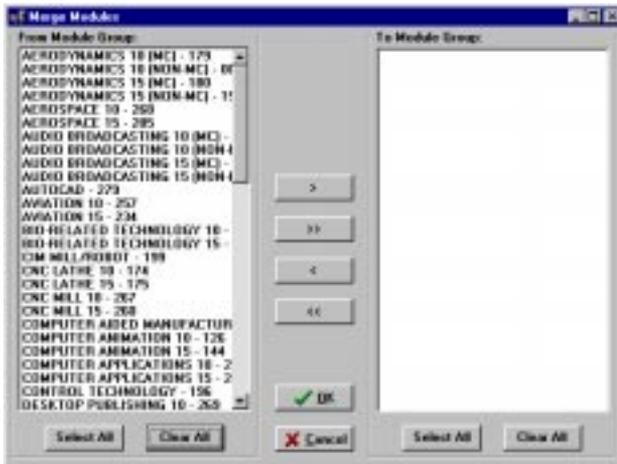


**Figure 3**

## Merging Modules *continued*

**To merge modules continued:**

4. Click the Open button.
5. Click OK when Carousel Plus asks if you want to merge modules.
6. From the list on the left (From Module Group), select those modules that are in your lab and drag them to the list on the right (To Module Group) (**Figure 4**).
7. Click the OK button.



**Figure 4**



*You can click and drag module titles from list to list, or you can use the buttons between the lists. Double-arranged buttons send all items from one list to the other.*



*Modules are identified by name and ID number. ID numbers are located on page 2 of every Student Guide printed after 1996. If you don't see a module that you've got in your lab, or if the ID# that's listed in the From Module Group column is different from a module you've got, don't merge it. You can manually add it later. See the Adding Modules section on the next page.*

## Merging Modules *continued*

*Carousel Plus uses standard Windows® file selection conventions. For example, you can choose multiple modules (not necessarily in order) and move them all at one time by holding down the Control key and clicking on the desired modules. You can also select a range of modules to move. To do this, click the first module you want to move, hold down the Shift key, then click on the last module you want to move. This will highlight all the modules between, and including, the first and the last. Now you can include or exclude those items with one click of the appropriate button (or by dragging them from one list to the other). Note that these selection shortcuts are available throughout Carousel Plus when you want to move items from one list to the other.*



## Adding Modules

If you have other modules in your lab that are not in the From Module Group list, you can manually add them. Note: Group projects must also be added as “modules.”

### To add a module:

1. Click the Modules menu and select View/Edit Modules to open the Modules window (**Figure 5**).

*continued on next page...*

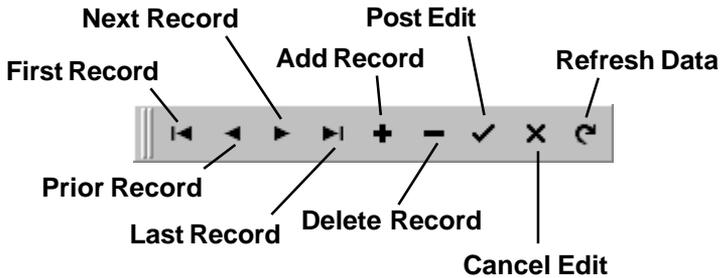


**Figure 5**

## Adding Modules *continued*

### To add a module *continued*:

2. Click the Add Record button (**Figure 6**) to add a module.
3. Click in the Module ID column and add a unique ID code for the module. *This code can have numbers and letters, but try to keep from using more than five characters.*
4. Click in the Module Name field and enter the name of the module.
5. Enter the desired information in the four minimum/maximum columns (see tip below)
6. If necessary, click the Prerequisites tab and drag the module(s) that must be taken prior to the module for which you are currently editing.
7. Click the Post Edit button.



**Figure 6**

*The Minimum and Maximum columns let Carousel Plus' scheduler know how few and how many students you would like in a given module. Generally, you want no more or less than two students per module. But what if you have an odd number of students? The Absolute Minimum and Absolute Maximum columns are designed to take care of this problem. By default, all two-student modules are listed with an Absolute Minimum of one student. If you have a two-student module that you think three (or more) students could work in, make that change to the Absolute Maximum column for that module.*



## Setting Up Classes

### **Adding, Deleting, or Editing Class Information**

The next thing you'll want to do is set up your classes. By default, Carousel Plus is shipped with six classes each having four rotations. You may want to add, delete, or otherwise edit the default information. The only mandatory information is the Description, Period #, and Rotations fields. Those field names are lettered in red.

#### **To add/delete/edit class information:**

1. Click the **C**lasses menu and select **V**iew/Edit Classes to open the Class window (**Figure 7**).
2. Edit the information as you see fit for each class.



**Figure 7**

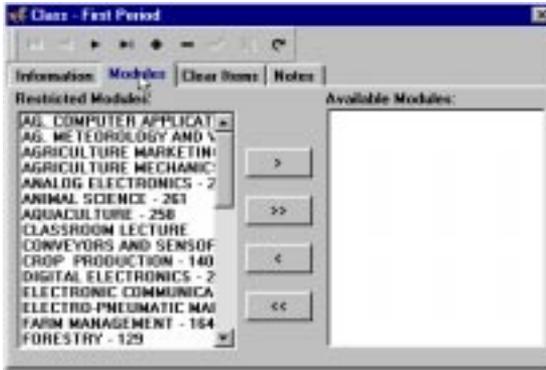
### **Defining Modules per Class**

Next you'll need to define which modules are available for each class. For example, you may allow all first period students scheduling access to all modules, but not second period students.

## Defining Modules per Classes *continued*

To define which modules are available for each class:

1. Click the **C**lasses menu and select **V**iew/Edit Classes to open the Class window.
2. Use the Record Bar to select the class on which you wish to work.
3. Click the **M**odules tab (**Figure 8**).
4. Select those modules in the Restricted Modules list on the left that you want to make available to the class, and send them to the Available Modules list on the right.
5. Repeat for each class.



**Figure 8**



*For Carousel Plus to schedule, there must be at least one overflow module per class. Assuming you want Classroom Lecture to be your overflow module, make sure it is in the Available Modules list for each class. For more information about the overflow module, see page 15.*

## **Importing/Adding Students**

The students section of Carousel Plus allows you to add new students, apply restrictions to students, define student module preferences, manually modify student schedules, input photographs of students, modify, and delete student records.

If you did not import previous student data from a previous version of Carousel, you have two ways in which to enter student information. You can either import them from an existing database, or manually enter in the information.

### **Preparing the File for Importing**

One of the greatest additions to Carousel Plus 6.1 is the Student Import feature, which keeps instructors from having to manually enter student information for every student.

There are a few steps that must be taken in order to successfully import student records.

First, you need to have someone at the school generate a comma delimited text file with quoted values. This means the contents of the text file might look something like this:

“BRYAN”, “JONATHAN”, “111-11-1111”

Capitalization is not important, but you cannot have spaces outside of the double quotes. Carriage returns indicate a new record.

It would then be your responsibility to open that text file with a word processing program like *WordPad*<sup>®</sup>, *Microsoft Word*<sup>®</sup>, etc. and, at the top, enter the fields that are represented in that text file. For the example above, those fields would be:

Last, First, ID

This way, Carousel Plus knows that the first value of every text string should be the student's last name, then first name, then student ID number.

### Preparing the File for Importing *continued*

The order in which you put the field values (Last, First, ID, etc.) must be in the same order as the student record information. For example:

First, Last, ID  
 "BRYAN", "JONATHAN", "111-11-1111"

would not work because Carousel Plus would think that Bryan was the student's first name and that Jonathan was the student's last.

The only required fields are ID (representing the student ID), Last, and First. Carousel Plus will automatically generate, if it's not provided—the Login name (usually the student's last name, first initial—BRYANJ), and Password (which is the student's ID).

Here's a list of the fields that must go in the first row of the exported text file:

<u>FIELD</u>	<u>CAROUSEL FIELD</u>
ID *	Student ID #
Last *	Last Name
First *	First Name
MI	MI (middle initial)
Add1	Address1
Add2	Address2
City	City
State	State
Zip	Zip Code
Evening	Evening Phone
Day	Daytime Phone
P/G	Parent/Guardian
Login +	Login Name
Password +	Password
User1	User Label 1 - Select To Change Text
User2	User Label 2 - Select To Change Text
Graddate	Grad Date (Year)
Period	Period
* required field    + calculated if not provided	

## Importing Student Records

Now that we've covered what you must first do to import student records, here's the directions on how to bring those records into Carousel Plus once the text file is ready:

### To import student records:

1. Click the File menu, Import Student Records.
2. From the Import Student Records window (**Figure 9**) click the Select File button.



**Figure 9**

3. In the Select File to Import window (**Figure 10**), locate and select the drive, directory, and file that contains the student records you wish to import, and click the Open button.



**Figure 10**

4. If the student records do not have period information in them, you can put a number in the Default Class Period field which represents in which class period you want these imported students to be placed.
5. Click the Start button.

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### Importing Student Records *continued*

**To import student records continued:**

- When “File Import Complete” appears in the Import Student Records window (Figure 11), click the Done button.

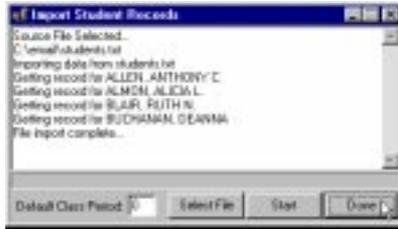


Figure 11

### Manually Entering Student Records

If you need to manually add students into Carousel Plus, follow the directions below.

**To manually add students:**

- Click the Students menu and select View/Edit Students to open the Student Record window (Figure 12).

*continued on next page...*

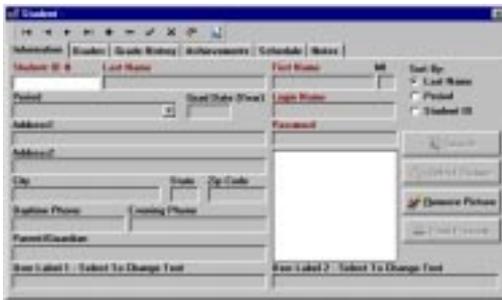


Figure 12

## Manually Entering Student Records *continued*

### To manually add students *continued*:

2. The following fields must have information in them:
  - Student ID#
  - Last Name
  - First Name
  - Login Name
  - Password
3. Assuming you want Carousel Plus to schedule the student, you must select a period from the Period drop-down list.
4. If desired, enter the year (last two digits) that the student will graduate. *See page 46-47 for information on graduating a class.*
5. Click the Post Edit button on the Record Bar when you've finished entering all data into the student's record.



*As soon as you enter information in the Student ID#, Last Name, and First Name fields, Carousel Plus automatically generates a Login Name and Password. By default, the Login Name is simply the student's last name and first initial, all in caps. (If you have two students with the same last name and first initials, Carousel Plus will automatically add the next available letter from the current student's first name.) The Password is the same as the Student ID#, unless you change it.*



*To make the input of student information easier, you can assign default settings to the city, state, and zip code so that those fields remain the same throughout the insertion of all new student records. Select the File menu, User Options, Set Default Values. Enter the information. Make sure the Use Default Values option (located under File menu, User Options) is checked. Remember, this is **NOT** information Carousel Plus must have in order to schedule.*

## Exporting Student Data to Media Cruiser

### Why Export Student Data?

Assuming you implement the Applied Technologies Media Cruiser delivery system, we strongly suggest that you export the student data (names, passwords, login names, and IDs) from Carousel Plus to the various computer stations running Media Cruiser—especially if you run Level 2 security (see the Media Cruiser User's Guide for more information about security levels).

### Exporting Student Data Across a Network

If your lab is networked, you need to share each station's Cruiser\Data and Cruiser\Tests directories. Give them shared names of "data" and "tests" respectively, and full access.

**To export student data to Media Cruiser stations across a network:**

1. Click the File menu and select Export to Media Cruiser.
2. Click the Add/Edit Station button in the Export to Media Cruiser window (**Figure 13**).

*continued on next page...*

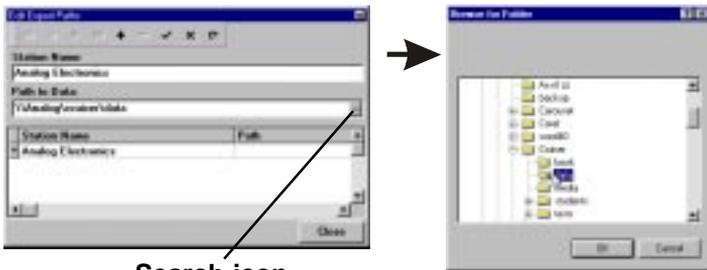


**Figure 13**

**Exporting Student Data Across a Network *continued***

**To export student data to Media Cruiser stations across a network *continued*:**

3. In the Station Name field, name the station according to the name of the module.
4. In the Path to Data field of the Edit Export Paths window (**Figure 14**), click the Search button to navigate to Network Neighborhood, then the module station for which you are looking.



**Search icon**

**Figure 14**

5. Click the Post Edit button (see Figure 6), then the Close button.
6. Repeat Steps 2-5 until you have added every module station in your lab.
7. Assuming you want to export the student data to all stations, click the Enable All button, then click the Export button.

**Exporting Student Data in a Non-Networked Lab**

If your lab is not networked, and you are running Media Cruiser in Level 2 security, you can still export student data in Carousel Plus via a floppy disk.

**To export student data to Media Cruiser stations (non-networked):**

1. Click the File menu and select Export to Media Cruiser.
2. Click the Add/Edit Station button in the Export to Media Cruiser window (Figure 13).

*continued on next page...*

## Exporting Student Data in a Non-Networked Lab *continued*

### **To export student data to Media Cruiser stations (non-networked) continued:**

3. In the Station Name field, name the station "Floppy."
4. In the Path to Data field of the Edit Export Paths window (Figure 14), type "A:\\" (assuming your floppy drive is Drive A), or click the Search button to navigate to your floppy drive (probably Drive A).
5. Click the Post Edit button (see Figure 6), then the Close button.
6. Be sure the Floppy station checkbox is checked, a floppy disk is in the drive, and click the Export button.
7. Take the floppy disk to the first computer, and copy the contents to the C:\Cruiser\Data directory. Overwrite the existing files.
8. Continue Step 7 for all Media Cruiser computers in the lab.

## Student Preferences

### **Adding Student Preferences**

While Carousel Plus' scheduler works just fine without them, you may want to enter module preferences for students. Whether you actually let the students choose which modules they would prefer to take or whether you do it for them, we believe giving students the possibility of taking modules they are interested in makes for a happier student and a more easily managed lab.

### **To add student preferences:**

1. Click the Students menu, and select View/Edit Students.
2. Choose the student you wish to give preferences.
3. Click the Modules/Restrictions tab.
4. Click the Preferred Modules radio button.

*continued on next page...*



## Automatically Creating a Schedule

### To schedule a class of students:

1. Click the **C**lasses menu and select **C**reate **S**chedule.
2. In the Scheduler window (**Figure 16**), select the period you wish to schedule from the Period # drop-down list.
3. Click the Create Schedule button.
4. Click the View Schedule button. If you are happy with the schedule, exit the scheduler. If not, go on to Step 5.
5. Select a different Shuffle Method (explained below), and/or check/uncheck the Enforce Student Restrictions and Enforce Module Minimums options.
6. Repeat Steps 3 and 4.

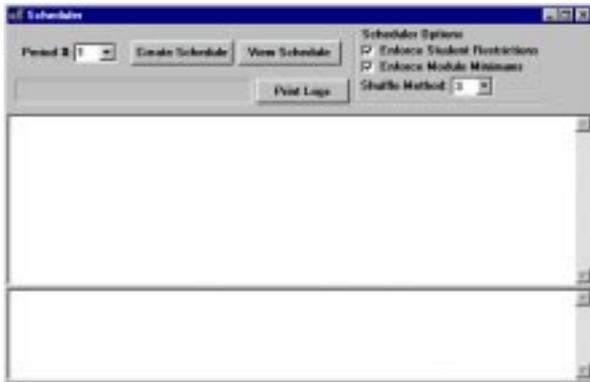


Figure 16

## Explaining Shuffle Methods

Each time a new schedule is created, the previous schedule is deleted. So what if you create a schedule that you're pretty happy with, but still isn't perfect? That's where the 10 shuffle methods come in. Shuffle methods are 10 different ways Carousel Plus will shuffle students before scheduling them. Each shuffle method will generate its own unique schedule as long as nothing else, like new students, student restrictions (preferences, completed modules, etc.), new modules, changes.

## Explaining Shuffle Methods *continued*

For example, if you use Shuffle Method 3 and are pretty happy with its results, but want to try a few different methods, you can do so. If you then decide that Shuffle Method 3 created the best schedule, select 3 from the Shuffle Method drop-down list, click Create Schedule, and you will have the exact same schedule you did before (again, assuming nothing else changed).

Also, you can make changes to the Enforce Student Restrictions and Enforce Module Minimums options.

## Scheduling Manually

You can always change a student's schedule manually, with the understanding that what you do to one student's schedule may affect module pairing.



*The order of the modules listed in the Scheduled Modules column, from top to bottom, are in rotational order.*

### **To manually schedule a student (or make changes to a schedule):**

1. Click the Students menu, and select View/Edit Students.
2. Choose the student whose schedule you wish to change.
3. Click the Schedule tab.
4. If you are creating a schedule for a student, click and drag the module(s) you want the student to take from the All Available Modules column to the Scheduled Modules column.
5. If you are editing a student's existing schedule, you can click a module in the Scheduled Modules column and either drag it back to the All Available Modules column, or drag the module up or down in the Scheduled Modules column to shuffle the order of rotation.

## Grade Import Settings

Another important feature of Carousel Plus is its ability to imports grades generated from tests created in *Test Construction Set*<sup>®</sup>. Before you can do that, you must first set up station names and import paths.

### Defining Grade Import Settings in a Networked Lab

**To define grade import settings in a networked lab:**

1. Click the Grades menu, and select Import Grades.
2. In the Grade Import Settings window (**Figure 17**), click the Add/Edit Station button.



**Figure 17**

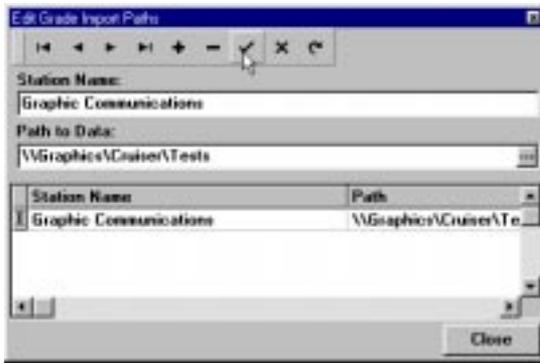
3. In the Station Name field, give the station a name.
4. In the Path to Data field, type or search for the proper station path where a tcsans.mdb file is located (generally under a station's Cruiser\Tests directory). *This procedure is very similar to locating the Cruiser\Data directories when preparing to export student information to Media Cruiser.*

*continued on next page...*

## Defining Grade Import Settings in a Networked Lab *continued*

To define grade import settings in a networked lab continued:

5. Click the Post Edit button on the Record Bar (Figure 18).



**Figure 18**

6. Use the Record Bar to add, delete, or edit other stations.
7. When you are done, exit the Edit Grade Import Paths window by clicking the Close button.



*You will need to have as many stations as you do computer-based modules in the lab. The tcsans.mdb file is created (or added to) each time a test is completed. Assuming you are running Applied Technologies Media Cruiser modules, all tests other than Inventories and Re-inventories are located in each station's C:\Cruiser\Tests directory. Inventories and Re-inventories are located in each station's C:\Cruiser\Tests\Inventory directory, although we strongly discourage importing inventory information.*

## Defining Grade Import Settings in a Non-Networked Lab

If your lab is not networked, simply merge the tcsans.mdb from each station onto a floppy disk.

### To merge tcsans.mdb files:

1. Go to the first station and save the tcsans.mdb file, located in the C:\Cruiser\Tests directory to a floppy disk.
2. Go to the next station, launch *Tracker*<sup>®</sup>, and open the tcsans.mdb file from the floppy disk. *Tracker* can be launched via Media Editor's TCS menu, TTracker.
3. Click the File menu, then Merge.
4. Locate the C:\Cruiser\Tests directory, click the tcsans.mdb file, and click the Merge button.
5. Repeat until all test result databases are merged onto the floppy disk.

You can now copy this file to a directory on your hard drive or simply leave the data on the floppy drive.

### To define grade import settings in a non-networked lab:

1. Click the Grades menu, and select Import Grades.
2. In the Grade Import Settings window (Figure 17), click the Add/Edit Station button.
3. In the Station Name field, give the station a name. *If you want to keep the data on the floppy disk, you might call this station "Floppy." If, however, you copied the merged tcsans.mdb file to a directory on your machine, you might call it "Local."*
4. In the Path to Data field, type or search for the proper station path where the merged tcsans.mdb file is located.
5. Click the Post Edit button on the Record Bar (Figure 18).

## Importing Grades

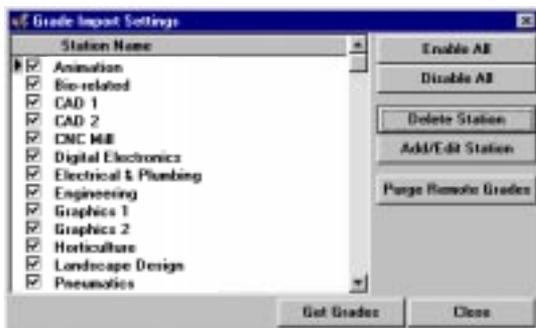
Once all of the grade import paths have been defined, you can now import grades into Carousel Plus' Gradebook, assuming students have taken computer-based tests up to this point.

**IT IS VITALLY IMPORTANT  
 THAT YOU TELL YOUR  
 STUDENTS TO BE SURE  
 THEY TYPE IN THE  
 CORRECT STUDENT ID  
 EACH TIME THEY TAKE A  
 COMPUTER-BASED TEST.**

### Importing Grades in a Networked Lab

**To import grades in a networked lab:**

1. Be sure all of the machines which you expect to import grades from are turned on.
2. Click the Grades menu and select Import Grades.
3. In the Grade Import Settings window (**Figure 19**), enable/disable those stations from which you wish to import grades by clicking either the Enable All or Disable All buttons, or by double-clicking each station's checkbox.
4. Click the Get Grades button.



**Figure 19**

## Importing Grades in a Non-Networked Lab

### To import grades in a non-networked lab:

1. If the merged tcsans.mdb file is on a floppy disk and you have it defined as a station in the Grade Import Settings window (Figure 17), be sure the floppy disk is in the drive.
2. Click the Grades menu and select Import Grades.
3. In the Grade Import Settings window (**Figure 19**), enable the Floppy or Local station by double-clicking its checkbox, if necessary.
4. Click the Get Grades button.

## Problems Importing Grades

### Test Not Found

When Carousel Plus is shipped, it contains data on every current computer-based test that is within an Applied Technologies Media Cruiser module. This data includes the full test name (Post-test: Computer Applications 15), what type of test it is (Pre-test, Quiz, Checkpoint, etc.), how much the test is worth, and to what module it's linked.

There are times, however, when a student takes a test that is not a part of this database. This could occur when the teacher creates a test, or when an upgrade to a module has been made and that upgraded test information was not a part of Carousel Plus when it shipped.

Regardless, adding this test to Carousel Plus' available tests database is easy.

When you're in the process of getting grades, and Carousel Plus runs across a test that it doesn't recognize, it gives you a message similar to **Figure 20**.



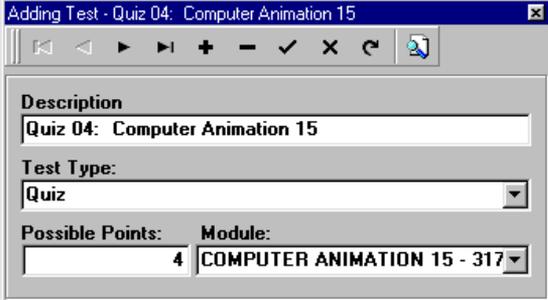
**Figure 20**

## Test Not Found *continued*

### To add a test when importing grades:

1. In the Adding Tests window (**Figure 21**), enter the test's Test Type from the choices in the drop-down list.  
*Carousel Plus automatically fills in the Description field.*
2. Enter the possible points for that test.
3. Link it to a module in the Module drop-down list.
4. Click the Post Edit button.
5. Exit the Available Tests window by clicking the X at the top right corner. *Carousel Plus will continue to import grades.*

Note: Once a test has been added to the Available Tests database, it won't ever need to be added again.



**Figure 21**



*Do not change the text in the Description field! This information was derived directly from the test itself and must not be altered.*

Understand that possible points is not necessarily the same as the number of questions in a test. Some Applied Technologies quizzes have questions with multiple possible answers. However many possible answers there are in a quiz will be the possible points you need to add in the Possible Points field.

### Test Not Found *continued*

Beginning in the summer of 1999, we began putting the total number of points each quiz was worth in the Answer Key section of the Instructor's Overviews. This is to help you enter correct possible point values so when a student's grade is calculated with weights, you are getting valid grades.

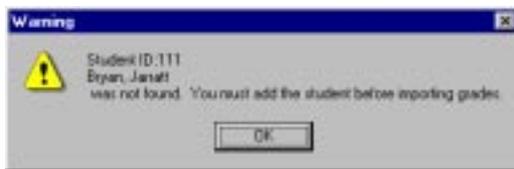
### Student Not Found

When students take an Applied Technologies computer-based test (excluding Inventory and Re-inventory tests), they must enter their name, student ID, and period number (**Figure 22**).



**Figure 22**

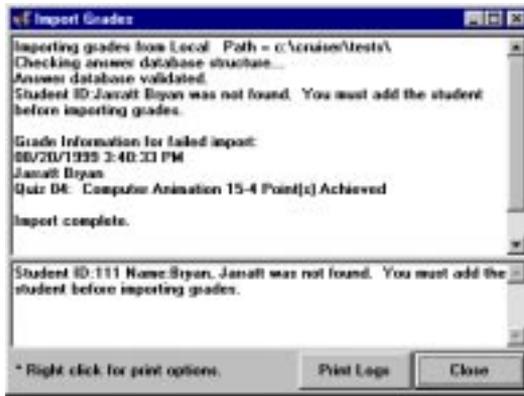
The only way Carousel Plus links the information entered when a student takes a test and that student's information in Carousel Plus is by the student's ID number. Therefore, when a student enters an ID number that isn't in Carousel Plus' student database, it doesn't know to whom to attribute the imported test data and will announce this problem as shown in **Figure 23**.



**Figure 23**

**Student Not Found *continued***

When this occurs, the Get Grades Log will give you the name the student typed, the Student ID, the test taken, and the points scored (**Figure 24**).



**Figure 24**

It will then be your responsibility to decide how to deal with this. You could print the log (by clicking the Print Logs button), and manually enter those grades that couldn't be linked to students, or you could tell that student that the necessary information was not entered in correctly and that the test must be taken again.

**Adding Grade Events**

While Carousel Plus can go out and get grades taken on the computer, what about other tests, work sheets, or project grades? How do those get into the Gradebook? Any graded assignment, called a graded event, you give can easily be added to the Gradebook.

When you add a graded event, you must tell Carousel Plus the following four things: the name of the event (called a "test" in Carousel Plus), the test type, the points possible, and the module to which it's linked.

## Adding Grade Events *continued*



*Keep in mind that you only need to manually add tests that are not computer-based. If you create a new test using Test Construction Set, it is strongly urged to add the test when getting grades (see pages 36-38). This way, you will avoid possible discrepancies between the text in the Description field of the Available Tests window (Figure 21), and the text in the Full Test Name field in the test itself.*

### Test Types

Before you manually add a graded event, you must determine what *kind* (or type, as it's defined in Carousel Plus) of graded event it is. Would this graded event fall under the quiz category? Or maybe it's more of a participation grade. By default, Carousel Plus comes with six grade types:

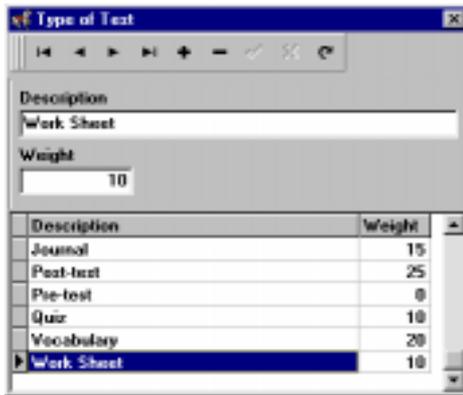
- Checkpoint
- Journal
- Post-test
- Pre-test
- Quiz
- Vocabulary

If the graded event fits into one of these grade types, see "To add available tests" on page 42. If not, you first need to create a test type.

## Test Types *continued*

### To create a test type:

1. Click the Grades menu and select View/Edit Test Types.
2. In the Type of Test window (**Figure 25**), click the Add Record button on the Record Bar.
3. Enter a name for the test type in the Description field.
4. Enter the weight of the test type in the Weight field.
5. Click the Post Edit button.



**Figure 25**

*Don't get weight confused with percentages. The total number of weights do not have to equal 100.*

*Weights are simply multipliers. For example, all 15-activity Post-tests have 20 possible points. Therefore, if the weight of Post-tests is 25, a student can get no more than 500 points on a given test (20 x 25). If a student gets 14 out of 20 questions correct, that student will receive 350 points (14 x 25) out of a possible 500, resulting in a 70.*



*The higher the weight, the more importance that test type carries in relation to other test types. By default, Pre-tests are not weighted as students are not expected to do well on them because the material has yet to be covered.*

## Adding Tests

Once you have a test type that you can link your new test to, you can add the test to Carousel Plus' test database.

### To add available tests:

1. Click the Grades menu and select View/Edit Available Tests (see Figure 21).
2. Click the Add Record button.
3. Enter the name of the test in the Description field.
4. Select a test type from the Test Type drop-down list.
5. Enter the total possible points for that test.
6. Select a module (group activity) from the Module drop-down list.

## Manually Entering Grades into the Gradebook

Now that you have the test type and test availability information, you can go into the Gradebook and manually add grades.

### To manually add grades to the Gradebook:

1. Click the Grades menu and select View/Edit Gradebook.
2. Select the period for which you wish to add the grade by clicking the appropriate Period tab.
3. Double-click the cell that intersects the test type and student for whom you wish to add a grade. *Figure 26 shows an instructor who wants to add a Work Sheet grade for April Bryan.*

First Period	Second Period	Third Period	Fourth Period	Fifth Period
Student Name			Current Grade	Work Sheet
▶ BRYAN, APRIL			90.77	n/a
BRYAN, JARRATT			0	n/a

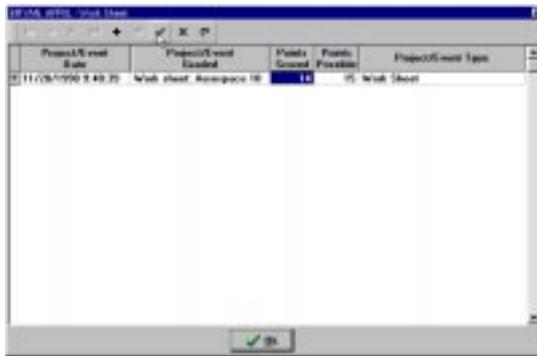
**Figure 26**

4. Click the Add Record button to post the current date and time in the Project/Event date column.
5. Click the cell directly below the Project/Event Graded column and activate the drop-down list.

*continued on next page...*

## Manually Entering Grades into the Gradebook *continued*

6. Use the scroll bar or type the first few letters of the test for which you are searching. *You'll notice that as soon as a test is chosen, the Points Possible and Project/Event Type columns are automatically filled in with the appropriate information.*
7. Enter the appropriate number in the Points Scored column.
8. Click the Post Edit button (**Figure 27**).
9. Click the Ok button. *You'll notice that the student's grade, based on the points scored and the weight of the test type, is now displayed in the cell.*



**Figure 27**

## Viewing Grades

You can view grades by simply looking at the Gradebook, or you can view and print reports by period or for an individual student. For more information about reports, see the Reports section starting on page 51.

### Viewing Grades by Period

**To view grades by period:**

1. Click the Grades menu and select View/Edit Gradebook.
2. Click the period tab for the grades you wish to view.

## Viewing Grades by Student

### To view grades by student:

1. Click the Students menu and select View/Edit Students.
2. Use the Record Bar to locate the student whose grades you wish to view.
3. Click the Grades tab.



*The Details button in both the Gradebook and in a student's Grades tab gives you information such as the date and time each test was taken (or entered into the Gradebook), the full name of the test, the points scored, the points possible, and the test type. The Details button shows all grade information for a given student.*

## Viewing the Missing Grades Report

The Missing Grades report is new to Carousel Plus 6.1. This report helps instructors identify which tests have yet to be taken during a rotation and should be viewed towards the end of a rotation, but prior to completing a rotation.

### To access the Missing Grades report:

1. Click the Reports menu and select Missing Grades.
2. Select the Period and Rotation to print, then click the Print Preview button.



*Because Carousel Plus does not place zeros for grades that haven't been taken, a student could theoretically take the first quiz (as opposed to the Pre-test because it's not weighted), do well on it, then take nothing else and Carousel Plus would report this student's grade as being high. It's only when those skipped tests are put in as zeros will it adversely effect the grade. The Missing Grades report helps you determine which tests weren't taken, and what to do about it.*

## Completing Rotations

You need to tell Carousel Plus each time a rotation is completed so that it can move those modules the students have just finished into the Previous Modules list.

### **Why it's Important?**

Having a complete list of a student's previous modules is important for two reasons. First, it keeps Carousel Plus from scheduling that student in the same module (should that student return to your classroom). Secondly, it allows you to generate reports showing you which competencies and objectives the student has been exposed. More on Competency reports on page 54.

### **Completing a Class' Rotations**

#### **To complete a class' rotations:**

1. Click the **C**lasses menu and select **V**iew/Edit Classes to open the Class window (**Figure 28**).



**Figure 28**

2. Use the Record Bar to locate the class for which you wish to complete a rotation.
3. Click the Complete Current Rotation button.
4. Repeat steps 2 and 3 for each class as necessary.

## Completing a Grading Period

### What Does it Do?

Each time you complete a grading period, Carousel Plus clears all current grade details and totals from the Gradebook, and puts them into each student's Grade History tab.

### Completing a Grading Period

#### **To complete a grading period:**

1. Click the **C**lasses menu and select **V**iew/Edit Classes to open the Class window.
2. Use the Record Bar to locate the class for which you wish to complete a grading period.
3. Click the Complete Grading Period button.
4. Click the **Y**es button in the Confirm window.



*Understand that the information in each student's Grade History tab does not display grade averages, only test details. Therefore, you may decide to complete grading periods only when the current set of students is ready to leave your lab, or when you don't want students' newer grades to be averaged in with older grades.*

## Graduating a Class

The only way to delete a group of students (as opposed to clicking the Delete Record button on the Record Bar for each student you want to delete) is to graduate them.

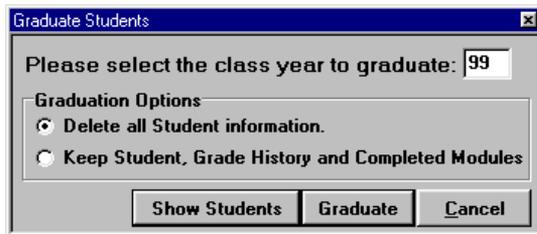
## Defining Students' Graduation Date

How you define students' "graduation date" is up to you. You may want their graduation date to be the year they graduate from high school. It may be the year they leave a middle school. Or it may be the year they leave your class. Regardless, you want it to be the year that you know they will never be in your class again.

## Graduating a Class

### To graduate a class:

1. Click the **C**lasses menu and select **G**raduate Class.
2. In the Graduate Students window (**Figure 29**), enter the year (last two digits) of the class you wish to graduate.
3. Select from these two options:
  - Delete all Student Information
  - Keep Student, Grade History, and Completed Modules
4. Click the Graduate button.
5. Click **Y**es if you want to run a backup, or **N**o if you don't. See below for more information on backing up your Carousel Plus data.



**Figure 29**

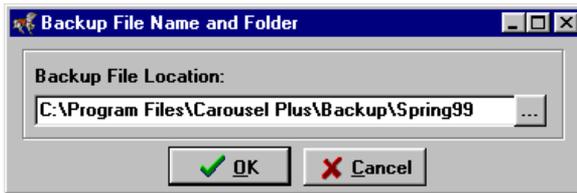
## Backing Up Your Data

It is strongly advised that you make a backup of your Carousel Plus data on a regular basis. Graduating a class will prompt you to do so, if you wish, but you can also make a backup any time you wish.

## How to Back Up Your Carousel Plus Data

### To back up data:

1. Click the **F**ile menu, and select **B**ackup.
2. Click the Search button (see Figure 14) to select the drive and/or directory where you wish to place the backed up information.
3. In the File **n**ame field of the Select a backup file window, type in a name for you backed up file (Spring 99 in **Figure 30**) and click the **O**pen button.
4. Click the **O**K button.



**Figure 30**



*The Backup routine creates a .zip file in the location you defined in the Enter A Backup File Name field.*

## Restoring Your Backed Up Data

If you've worked with computers long enough, you know they can "crash" at any given time (usually when you need your computer the most!). But in the event that you lose your Carousel Plus data, you can easily restore that information.

## How to Restore Your Backed Up Carousel Plus Data

### To restore data:

1. Click the **F**ile menu, and select **R**estore.
2. If necessary, click the Search button to locate the drive, directory, and backup file, and click the **O**pen button. *The place you most recently backed up to is what automatically appears in the field.*
3. Click the **O**K button.



# ***REPORTS***

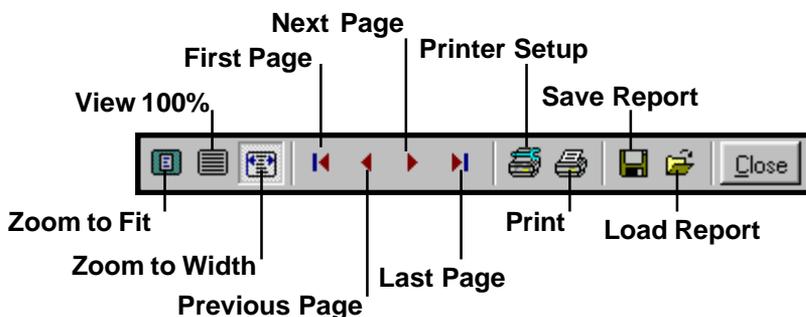


## Reports

Carousel Plus offers a great variety of reports to help you analyze and manage your lab. And you can preview every report before printing, which helps save paper.

### The Reports Window

Regardless of which report you preview, the toolbar (**Figure 31**) remains the same.



**Figure 31**



*Virtually every report, except for an individual's student record, can be accessed via the Reports menu, however you will see Print Preview buttons in various locations throughout the program. More often than not, however, these buttons are simply there for convenience.*

## The Reports Menu

As mentioned, virtually all reports can be accessed via the Reports menu.

### Competency List

The Competency List report shows you some or all of the competencies entered into Carousel Plus. By default, the SCANS competencies are already in Carousel Plus.

Upon selecting Competency List from the Reports menu, the Competency List Report options window (**Figure 32**) appears, allowing you to:

- define which authorities you wish to see
- select how you want the report sorted
- print details such as Long Name and Description

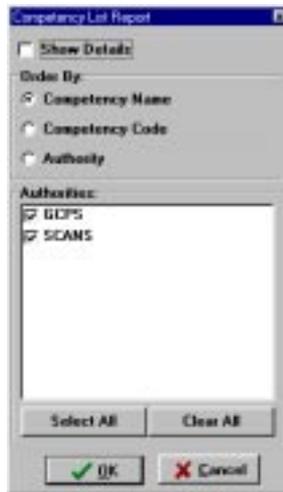


Figure 32

## Competency/Module

The Competency/Module report lists which modules contain which competencies. For example, if you wanted to know which module(s) exposed students to competencies dealing with the allocation of money, this is the report you would want to print.

## Module/Competency

The Module/Competency report is just opposite of the Competency/Module report. If your question was, “What competencies will students be exposed to when they take Desktop Publishing?” then the Module/Competency report will give you your answer.

When Module/Competency is selected from the Reports menu (**Figure 33**), you are given the opportunity to:

- define which authorities you wish to see
- select how you want the report sorted
- print details such as Long Name and Description
- outline which module(s) you wish to include



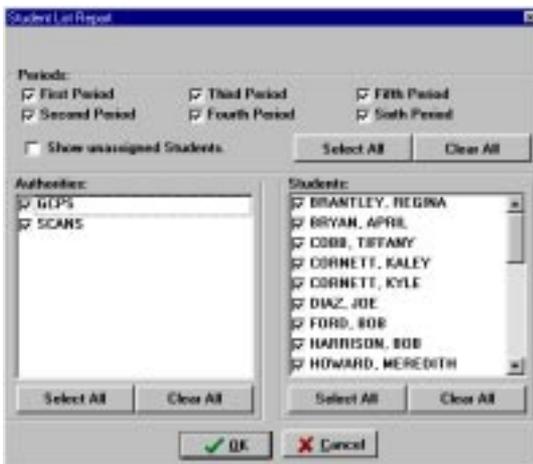
**Figure 33**

## Student Competencies

The Student Competencies report allows you to see what competencies one or more students were exposed to once they completed at least one module.

When Student Competencies is selected from the Reports menu (**Figure 34**), you are given the opportunity to:

- define which authorities you wish to see
- select which period or periods you want to print
- show unassigned students (students not assigned to a period)
- select which student or students are included



**Figure 34**



*At least one module must be in a student's Previous Modules list in the Modules/Restrictions tab of the Student Record form for this report to work. Basically this means rotations must have been completed before this report will display anything.*

## Grades by Module

The Grades by Module report shows you all of the graded events that are linked to a module. This is why it is so important to link graded events to a module, otherwise, you wouldn't necessarily know how many Quizzes and Checkpoints, for example, are included in a given module.

When Grades by Module is selected from the Reports menu, you are given the opportunity to choose to view one or all of the periods.

When the report appears, understand that the percentage for each module is not the student's grade (**Figure 35**), but rather, a percentage of the total points possible and the total points achieved up to that point (that's the 64.65% figure at the bottom right of Figure 35). Meredith's actual current grade is an 86.

You can also view the report on a single student (rather than an entire class), by opening the Student Record form, navigating to the desired student, clicking the Grades tab, and clicking the Preview Grades by Module button.

Page 1		Grades by Module		05/24/2008
HOWARD, MEREDITH - 1T				
	Possible	Points	Average	
AEROSPACE 15 - 285				
Aerospace 15 Activity Post Test	500	458		
Aerospace 15 Activity Pre-Test	0	0		
Checkpoint 1: Aerospace 15	80	80		
Quiz 1: Aerospace 15	50	50		
Quiz 2: Aerospace 15	70	40		
Quiz 3: Aerospace 15	80	80		
Quiz 4: Aerospace 15	50	No Grade		
Quiz 5: Aerospace 15	50	No Grade		
Quiz 6: Aerospace 15	50	No Grade		
Quiz 7: Aerospace 15	40	No Grade		
Quiz 8: Aerospace 15	50	No Grade		
	500	340	64.65 %	

**Figure 35**



*In the event that a student takes a test twice, the Grades by Module report will indicate that by an asterisk next to the test. It is up to you at that point to either delete the first occurrence, second occurrence, lowest or highest grade, or to average the two grades together. By default, Carousel Plus averages the two grades together.*

### Schedule

When Schedule is selected from the Reports menu, you are given the opportunity to view the report either in the order of student/modules or modules/students (Figure 36).

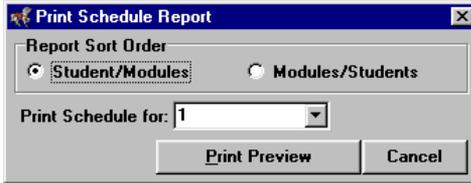


Figure 36



The student/modules option (Figure 37) would be good to cut up and give to the students.

Station	Course
Station 1	ANALOG ELECTRONICS - 238
Station 2	ANTENNA 1B - 234
Station 3	ANALOG IC - 288
Station 4	ANALOG ELECTRONICS II (MC) - 182

Station	Course
Station 1	ANALOG BROADCASTING I (MC) - 015
Station 2	ANALOG ELECTRONICS II (MC) - 182
Station 3	ANALOG IC - 288
Station 4	ANALOG ELECTRONICS II (MC) - 188

Figure 37



The modules/students option (Figure 38) would be good to post at each module station.

Station	Course
Station 1	ANALOG ELECTRONICS II (MC) - 188
Station 2	ANALOG ELECTRONICS II (MC) - 182
Station 3	ANALOG ELECTRONICS II (MC) - 188
Station 4	ANALOG ELECTRONICS II (MC) - 188

Figure 38

## Modules by Period

When Modules by Period is selected from the Reports menu, you are given the opportunity to view the report for one or all modules. This report simply shows which modules are available per class.

## Class Roster

When Class Roster is selected from the Reports menu, you are given the opportunity to view the report for one or all periods. This report shows you the students who are assigned to each period.



*Students who are not assigned to a period will not show up in this report.*

## Achievements/Students by Period

When Achievements/Students by Period is selected from the Reports menu, you are given the opportunity to view the report for one or all achievements entered into Carousel Plus. (For more information about achievements, see pages 78-79.) The Achievements/Students by Period report shows which students are linked to which achievements (**Figure 39**).

Page 1 Student Achievements		
Class	Student Name	Period
WCS	BRUCE, BRUCE	1
WCS	Student Name	Period
	BRUCE, BRUCE	1

**Figure 39**

## Missing Grades

The Missing Grades report (**Figure 40**) is new to Carousel Plus 6.1. This report helps instructors identify which tests have yet to be taken during a rotation and should be viewed towards the end of a rotation, but prior to completing a rotation. Like the Grades by Module report, this report is dependant on tests being linked to modules.

Missing Grades Report		
Page 1	First Period	Rotation 1
		0004900
<b>BRANDS, BOBBA W</b>		
Module	Project/Exam	
WALDO ELECTRONICS - 230	Project: Analog Electronics 15	
WALDO ELECTRONICS - 230	Project: Analog Electronics 15	
<b>CESS, TRIVANT W</b>		
Module	Project/Exam	
AEROSPACE 15 - 285	Quiz 4: Aerospace 15	
AEROSPACE 15 - 285	Quiz 5: Aerospace 15	
AEROSPACE 15 - 285	Quiz 6: Aerospace 15	
AEROSPACE 15 - 285	Quiz 7: Aerospace 15	
AEROSPACE 15 - 285	Quiz 8: Aerospace 15	

**Figure 40**

When Missing Grades is selected from the Reports menu, you are given the opportunity to view the report for one or all periods and one or all non-completed rotations.



*Because Carousel Plus does not place zeros for grades that haven't been taken, a student could theoretically take the first quiz (as opposed to the Pre-test because it's not weighted), do well on it, then take nothing else and Carousel Plus would report this student's grade as being high. It's only when those skipped tests are put in as zeros will it adversely effect the grade. The Missing Grades report helps you determine which tests weren't taken, and what to do about it.*

## Other Reports

### Student Report

When you are in a student's record, you can click the Print Preview button to view a report listing the following:

- personal information (including addresses, phone numbers, etc.)
- photograph (if one has been used in the main record)
- achievements that students is linked to
- modules completed
- current schedule

### Scheduling Status

While not technically a report, you can print the process Carousel Plus went through when scheduling a class.

Once a schedule has been completed, you can click the Print Logs button in the Scheduler window to print a copy of the text located in the Status area of the scheduler (**Figure 41**).

```

Opening Tables:
Loading Module Information
Loading Student Information
Initialization Complete
Modules Available to Class : 7
Preferred/Maximum Student Spaces Available : 12/12
Overflow Module : CLA
-----
23 Students to Schedule in Rotation 1
3/30 Total Preferences Accomodated In This Rotation.
14 Students Left to Schedule (Using Preferences Only).
11 Students Left to Schedule (Before Shuffling).
All Spaces in Module Have Been Filled. 11 Students put into overflow.
All Students Scheduled for Rotation 1
    
```

**Figure 41**



*When Carousel Plus completes a schedule, it shows you the process it went thorough not only in the Scheduler window itself, but also puts that information into a log file called “scheduler.log” under the C:\Program Files\Carousel Plus directory. Each time a new schedule is created, the process of that new schedule is appended to the top of the log file.*

## Grade Import Status

Like the Scheduling Status Report, you can print what happened as Carousel Plus imported grades (**Figure 42**).



**Figure 42**

As you know, you can run into two possible “problems” when getting grades: either a test is not recognized or the Student ID someone entered is not recognized. The Status area (top) shows all information that pertains to the getting grades process. (Note that it doesn’t mention that a test wasn’t recognized because that must be corrected while getting grades.) The Status area also shows the failed imports for the unrecognized students. Notice that while it can’t do anything with the grade, it does show you the name that was typed into the Name field, the test taken, and the points scored.

The Error (bottom) area of the Import Grades window reminds you of the students Carousel Plus failed to recognize, so you can manually input the graded information found in the Status area, or locate those students and have them retake the tests.

## **Grade Import Status *continued***

Just as in the Scheduler, you can click the Print Logs button to print the grade import process information. Or, you can right click in the area you wish to print, if you don't want to print both areas.



*Just like the Scheduler, when Carousel Plus completes a grade import, it shows you the process it went thorough in a log file called "gimport.log" under the C:\Program Files\Carousel Plus directory. Each time grades are imported, that information is appended to the top of the log file.*





# ***COMPETENCY EXPLORER***



## Competency Explorer

Competency Explorer is a feature of Carousel Plus that allows you to create and link competencies to modules. Once a student completes a module, you can print a report based on the competencies that student was exposed to when taking that module.



*The SCANS competencies are already included with Carousel Plus 6.1 and linked to the modules included in the Ag and TechEd directories.*

## The Competencies Window

The Competencies window (**Figure 43**) is where authorities and competencies are added, deleted, and edited. Authorities are the “governing body” of the competencies or standards. Authorities can be national, like the National Science Standards, statewide, like Georgia’s QCC standards, or even local. (For all intents and purposes, competencies can be anything you want to use to correlate with modules.)



**Figure 43**



*You can also view authorities, their competencies, and module links by selecting Competency Explorer from the File menu and using the expand buttons.*

## Adding Authorities/Competencies

If you want to add your state's competencies to Carousel Plus, for example, you can easily do this. Once all of them have been added, you can then link those to each module.

### To add authorities/competencies:

1. Click the Competencies menu and select View/Edit Competencies. This opens the Competencies window (Figure 43).
2. Click the Add Record button, and enter the appropriate information into the Authority, Competency Code, and Competency Name fields. *The Long Name and Description fields are optional and show up on reports when the Show Details checkbox is checked.*
3. Repeat as necessary.

## Linking Competencies to Modules using the Generic Step

There are actually two ways to link competencies to modules. You can simply identify those competencies that are a part of a particular module, or you can specify which activity and step a particular competency is covered. We'll cover the former first.

### To add competencies to a module:

1. Select the Link Modules and Competencies from the Modules menu. *The Link Modules and Competencies window appears (Figure 44).*

*continued on next page...*



Figure 44

## Linking Competencies to Modules using the Generic Step *continued*

### To add competencies to a module *continued*:

2. In the Module drop-down list, select the module to which you wish to link competencies.
3. Choose whether you want to select from all competencies associated with all authorities, or select a particular authority using the Authority drop-down list.
4. Expand the Generic listing under the Activity And Steps column by clicking the plus sign (**Figure 45**).



**Figure 45**

5. Click Competencies to highlight it.
6. From the Available Competencies list on the left, select the competencies that are linked to the module, and drag them in the Assigned Competencies column in the center of the window. *If you haven't clicked Competencies to highlight it, you will get an error message.*
7. When finished, either do the same for other modules, or click the Close button.



*You can move competencies from the Available Competencies list to the Assigned Competencies list in a number of ways. You can double-click each competency, or click and drag. You can also select multiple competencies (using standard Windows selection options with the Control and Shift keys), then drag them to the left.*

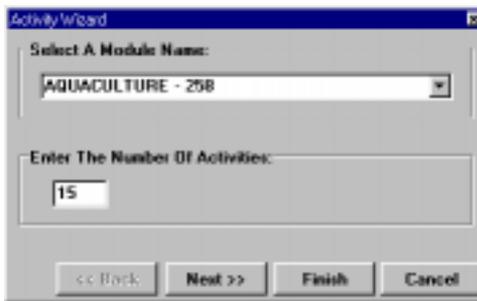
## Linking using the Activity Wizard and Steps

As mentioned, you can specify which activity and step a particular competency is covered. To do this, you must use the Activity Wizard to tell Carousel Plus how many activities a module has and how many steps are in each activity.

## Linking using the Activity Wizard and Steps *continued*

### To add activities and steps to a module:

1. Select the Link Modules and Competencies from the Modules menu. The Link Modules and Competencies window appears (Figure 44).
2. In the Module drop-down list, select the module to which you wish to link competencies.
3. Click the Activity Wizard button near the bottom right corner of the window.
4. Enter the number of activities in the Enter Number Of Activities field (**Figure 46**) and click the Next>> button.



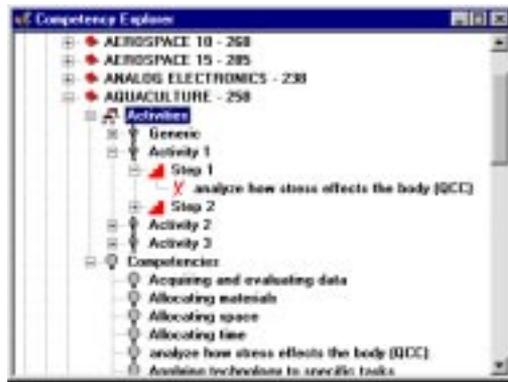
**Figure 46**

5. For each activity, enter the number of steps and continue clicking the Next>> button until you enter the number of steps for the last activity, then click the Finish button.
6. Expand the desired Activity listing under the Activity And Steps column by clicking the plus sign (Figure 45).
7. Click the desired Step listing to highlight it.
8. From the Available Competencies list on the left, select the competencies that are linked to the module, and drag them in the Assigned Competencies column in the center of the window.
9. When finished, continue to select activities and steps until you are finished, then click the Close button.

## Linking using the Activity Wizard and Steps *continued*



*Understand that all the competencies added to specific steps are also shown in the Competencies listing in Competency Explorer (see how the “analyze how stress effects the body (QCC)” competency is listed in both Step 1 of Activity 1 and the Competencies section in Figure 47). Again, you can reach the Competency Explorer by selecting Competency Explorer from the File menu.*



**Figure 47**



*Competencies listed under Activity and Step are not printed on any reports, only those in the Competencies section. But again, any competency in any Activity/Step is automatically listed in the Competencies section. The only information you won't have in a printed report is the exact location where a student is exposed to that competency.*





# ***MISCELLANEOUS TIPS & TROUBLESHOOTING***



# Miscellaneous Tips & Troubleshooting

This section will cover other items about Carousel Plus that aren't vital to know when running the program.

## The Modules Window

### Prerequisites

You can assign prerequisites to modules. When prerequisites are assigned, Carousel Plus will not schedule a student for a module until the other modules that must be taken first are in that student's Previous Modules column.

#### To assign a prerequisite to a module:

1. Click the Modules menu and select View/Edit Modules.
2. Click the module you wish to assign prerequisites to, and click the Prerequisites tab.
3. From the Available Modules list on the left, select the module or modules that must be completed before the selected modules can be taken. *Figure 48 shows how the Robotics ERIV and the CNC Mill module must be taken before a student can take the CIM Mill/Robot Module.*



Figure 48

## Prerequisites *continued*



*You can still allow a student to select a module that has prerequisites as a preference with the peace of mind that Carousel Plus will not schedule the student into that module until the prerequisites have been met.*

## The Classes Window

### Completing a Group Activity

The Complete Group Activity button is used to link students to competencies and grades to a particular activity or class-wide function. For example, suppose you spend a week on lab safety. To give students credit for completing this unit, you would do the following:

1. Add Lab Safety as a “module.”
2. Create and/or add competencies to the Lab Safety Module, if desired.
3. Create computer-based tests to the Lab Safety Module, if desired.
4. Teach the class-wide module, getting grades if necessary.
5. Select the class in the Class window (Figure 7) and click the Complete Group Activity button, select the “module” which you wish to complete, and click the OK button.  
*Like completing a rotation, this places that module in each student's Modules Completed list.*

## Clearing Items from a Class

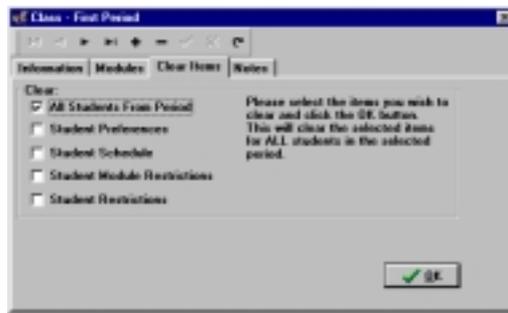
To better manage your classes, you may want to make use of the Clear tab from time to time. You can clear:

- all students from a period
- student preferences
- student schedules
- student module restrictions
- student restrictions (restrictions from other students)

Clearing all students from a period is especially helpful when you believe many of your students will return to your lab at a later time, but want to get them out of a particular period.

### To clear items from a class:

1. Click the Classes menu and select View/Edit Classes.
2. Select the class from which you wish to clear items.
3. Click the Clear Items tab.
4. Check the items you wish to clear from the class, then click the OK button (**Figure 49**).



**Figure 49**

*When you clear students from a period, it clears all of the other items automatically. The only thing that remains a part of the student's record is the modules completed information. This is because when you assign the student to a new period, Carousel Plus will still take the completed modules into account when scheduling.*



*Also, any grades linked to that student are still a part of his or her record.*

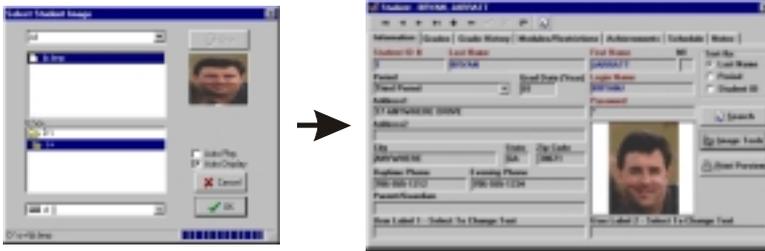
## The Student Record Window

### Linking an Image to a Student Record

Carousel Plus allows you to link a student's picture to his/her record.

#### To link a picture to a student's record:

1. Select View/Edit Students from the Students menu.
2. Locate the student for which you wish to link a picture.
3. Click the Select Picture Tools button.
4. In the Select Student Image window (**Figure 50**), locate the graphic file, and click the OK button. *You can preview of the graphic if the Auto Display checkbox is checked.*



**Figure 50**



*Once you link a graphic to a student's record, that graphic file no longer must stay on your computer as it becomes a part of the record itself.*

### User Labels

The bottom two fields in the Student Record window are user definable. This means that you can highlight the text and overwrite the labels to something more meaningful to your lab.



*Understand that User Labels are universal—the User Label for one student will be the User Label for all students. While you can click the Print Preview button in the Information tab of the Student record to see the redefined User Labels, you cannot create a report based on data within the User Labels.*

## Previous Modules

You already know that when a rotation is completed, Carousel Plus automatically shifts each student's currently scheduled module into the Modules Completed column of the Previous Modules section. But you might not know why you may need to perform this task manually.

If a student comes to your lab who has taken similar modules at another school, you may want to drag those modules from the All Modules column to the Modules Completed column. This way, if you were to run another schedule, Carousel Plus would keep those completed modules in mind and not schedule that student for modules that have already been taken.

## Restricted Modules

If you have one or more students for whom you feel a particular module is too advanced (or too easy, for that matter), you may want to restrict those modules from that student. Carousel Plus will not schedule that module for a student who's been restricted from it, even if it is listed as a preference.



*If you restrict a module from a student, then enter that student's preferences, that restricted module will not show up in the Available Modules column of the Preferred Modules section. However, if you put in a student's preferences first, and one of those modules you plan to restrict is one he prefers to take, you can still go to the Restricted Modules area and restrict that module. And even though it's a preference, Carousel Plus first looks at the restricted modules before generating a schedule, assuring you that the student won't be scheduled for a module from which he's restricted.*

## Restricted Students

If you are aware of students who should not work together, use the Restricted Students area to identify the troublemakers so that Carousel Plus will not pair the two together in a module.

### To restrict one student from another:

1. Click the Students menu and select View/Edit Students.
2. Locate one of the students whom you wish to restrict from another.
3. Click the Modules/Restrictions tab.
4. Click the Restricted Students radio button and drag the student(s) from the All Students column on the left to the Restricted Students column on the right.



*Once you restrict one student from another, you do not have to go to that other student and restrict him from the former. For example, suppose you didn't want John Doe to be paired with Jane Doe. You would go to John's record and restrict him from Jane, but you wouldn't then have to restrict Jane from John.*

## Achievements

Achievements can play a big role in determining which students are involved in what activities. Once you create achievements and link them to students, you can then print reports based on that data. Achievements can be especially helpful to the Agri-Science instructor.

### To create achievements:

1. Click the Students menu and select View/Edit Achievements.
2. Click the Add Record button, and type in the name of the achievement in the Achievement field.
3. Click the Post Edit button.

## **Achievements *continued***

*Achievements can include:*

*Student Organization Information (TSA, VICA, FFA, etc.)*

*Date Membership Began [date]*

*Degree Levels (Greenhand, Chapter, State, American) SAEs*

*SAE Titles*

*Leadership/FFA Activities*

*Career Development Events*

*Student Clubs*

*Extracurricular Activities (“Football Player,” “Band Member”)*



**To link achievements to students:**

1. Click the Students menu and select View/Edit Students.
2. Locate the student for which you wish to link an achievement.
3. Click the Achievements tab.
4. Select the desired achievements from the list on the left and drag them to the Student Achievements list on the right.

## **Getting Grades**

### **Slow Grade Retrieval**

While not universal, we have discovered that on some computers, grade retrieval won't seem to happen unless the mouse is being moved. This can cause very long grade retrieval, especially if you have Carousel Plus get grades throughout the entire lab. If you experience this problem, simply wiggle the mouse and see if the text in the Status area (Figure 42). If so, continue moving the mouse until all grades have been imported.

## Problems Extracting Grade Data

If you seem to be having trouble extracting grades from a certain station, there are a number of things you can check.

- 1. Make sure the network connection is valid.** Can you see that computer's Cruiser\Tests directory from your machine? Is the computer at the remote station turned on?
- 2. Check the sharing properties.** Is the directory shared with full access? If you have the shared directory password-protected, access it through *Windows Explorer*, enter *and save* the password, then try getting grades again.
- 3. Is the Station in the Grade Import Settings window pointed at the correct location?** Select it, click the Add/Edit Station button, and double-check the path.
- 4. Try accessing the problematic tcsans.mdb file via *Tracker*.** You can do this at your station by clicking the Grades menu, Launch *Tracker*. The first time you do this, Carousel Plus will need to know where the tracker.exe file is located on your machine. Once you give it this information (which should be C:\TCS), *Tracker* will launch automatically from that point on.



*Note that Tracker uses mapped network drives rather than Network Neighborhood to access other networked computers.*

If you can open the remote tcsans.mdb file with *Tracker*, try copying and pasting that file to your hard drive, set up a temporary local Station in the Grade Import Settings window, and try to see if it will access it from there.

If *Tracker* will not open the file, then the file is probably corrupted. This can occur if there's too much data in it. Therefore, it's a good idea to get grades often, then purge the files once you feel you have all of the information.

## Gradebook

### Recalculating Grades

If you find that some of the calculations in the Gradebook may not be accurate, you can use a hot-key function to have Carousel Plus recalculate grades. Usually, miscalculations shouldn't be a problem, but with computers, you can't rule anything out!

#### **To recalculate grades in the Gradebook:**

1. Click the Grades menu and select View/Edit Gradebook.
2. Click the Period tab for the class you wish to recalculate grades.
3. Hold down the Control (Ctrl) key, the Shift key, and press the F5 key.

## Reports

### Student Competencies

If you attempt to generate a Students Competencies report and don't get anything in the report, make sure that modules have been completed for that student. In other words, make sure the modules that have been completed are in the Modules Completed column of that student's record.

### Grades by Module

The Grades by Module report will only show grades for modules that are currently in a student's schedule, or that have already been completed. In other words, if a student has not been scheduled, and has no previous module history, then nothing will show up in this report.

Also, if you added an earlier version of an Applied Technologies module, the Grades by Module report may not be completely accurate because tests are linked by Module ID. You can verify that tests are linked to the correct module in the Available Tests window (Figure 21).

## Rebuilding the Database

### Before Calling Technical Support

If you experience any problems with Carousel Plus, you may need to rebuild the database tables. That's not as hard as it may sound as Carousel Plus gives you a quick way to perform this function. One situation where the database tables could become problematic is if your computer locks up or shuts down while working in Carousel Plus.

#### To rebuild database tables:

1. Click the File menu.
2. Select Rebuild Database Tables

## Icon Descriptions

Most of the frequently needed windows in Carousel Plus can be accessed through the icons in the Tool Bar, which is located below the Menu Bar (see Figure 1). Note that the icons are described in the order in which they appear from left to right.



**View/Edit Classes icon**



**Competency Explorer icon**



**View/Edit Students icon**



**Graduate Class icon**



**Create Schedule icon**



**View/Edit Modules icon**

*continued on next page...*

## **Icon Descriptions *continued***



**Launch Gradebook icon**



**Backup Existing Data icon**



**Restore Data from Backup icon**



**Help icon**



**Exit icon**



*Note: Clicking the **Help** icon, as well as clicking the **Help** menu, **Show Manual** option, launches the PDF version of the **Carousel Plus User's Manual**. You must also have the **Adobe Reader** installed on your computer. This can also be installed from the **Carousel Plus CD**.*

## **Network Setup for Carousel Plus**

### **Student Stations**

This setup works for all versions of *Windows 9x*.

#### **Set up student stations:**

1. If necessary, install the Module CD.
2. If necessary, install the Media Cruiser Program CD.
3. Name the Workstation:
  - A. Click the Start button, **S**ettings, **C**ontrol Panel, and double-click Network.
  - B. Click the Identification tab and type the module's name in the Computer Name and Computer Description fields.

*continued on next page...*

### **Student Stations *continued***

4. In the Cruiser directory, share each station's Cruiser\Data and Cruiser\Tests directories. *Give them shared names of "data" and "tests" respectively, and full access.*

### **Instructor Station**

#### **Set up the instructor station:**

1. Right mouse click the Start button and select Explore and double-click Network Neighborhood.
2. Double-click a computer (they should be listed by module name).
3. Right mouse click the tests subdirectory.
4. Select Map Network Drive.
5. Use the next available drive letter and check the Reconnect at logon box and click OK.
6. Follow steps 2-5 for each student station.