

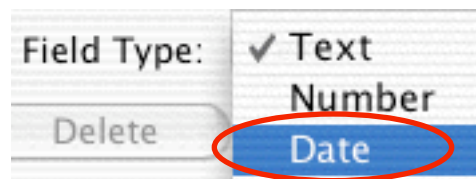
## Student Observation Database

Using a database to record anecdotal comments of students in your classroom, is an easy and efficient way to keep track of student behaviours and/or observations related to specific activities.

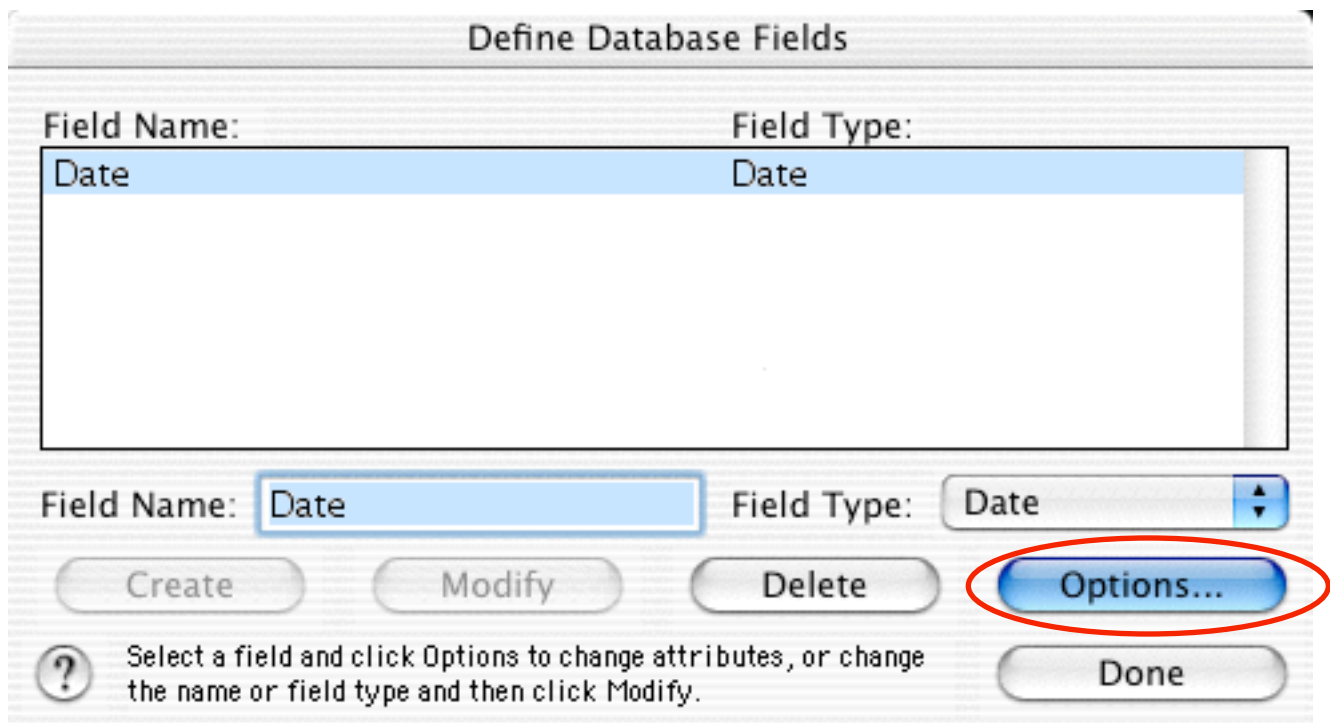
1. Launch AppleWorks and open a Database document.



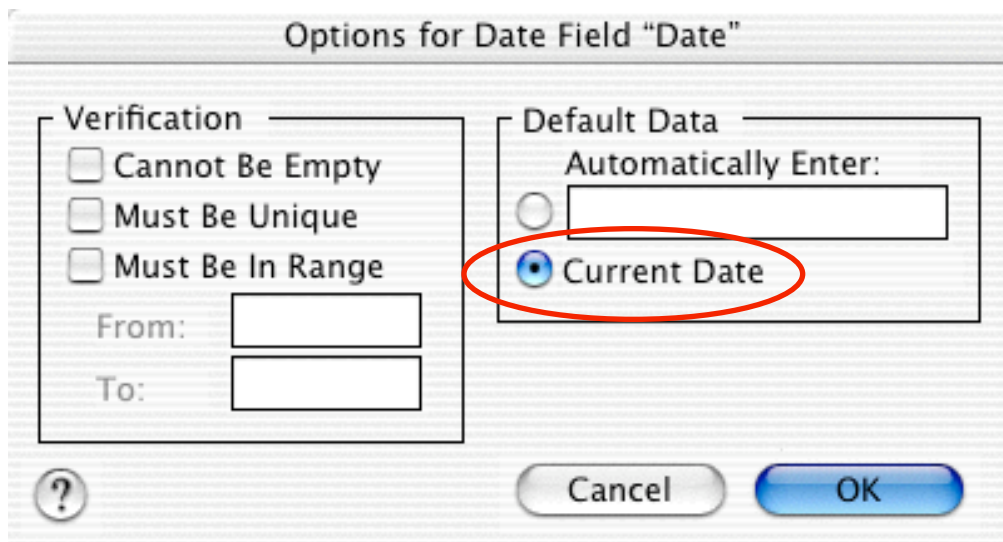
2. Make three fields, one date field named Date and two text fields named Name and Comment.
3. For the Date field, click on Field Type and choose Date.



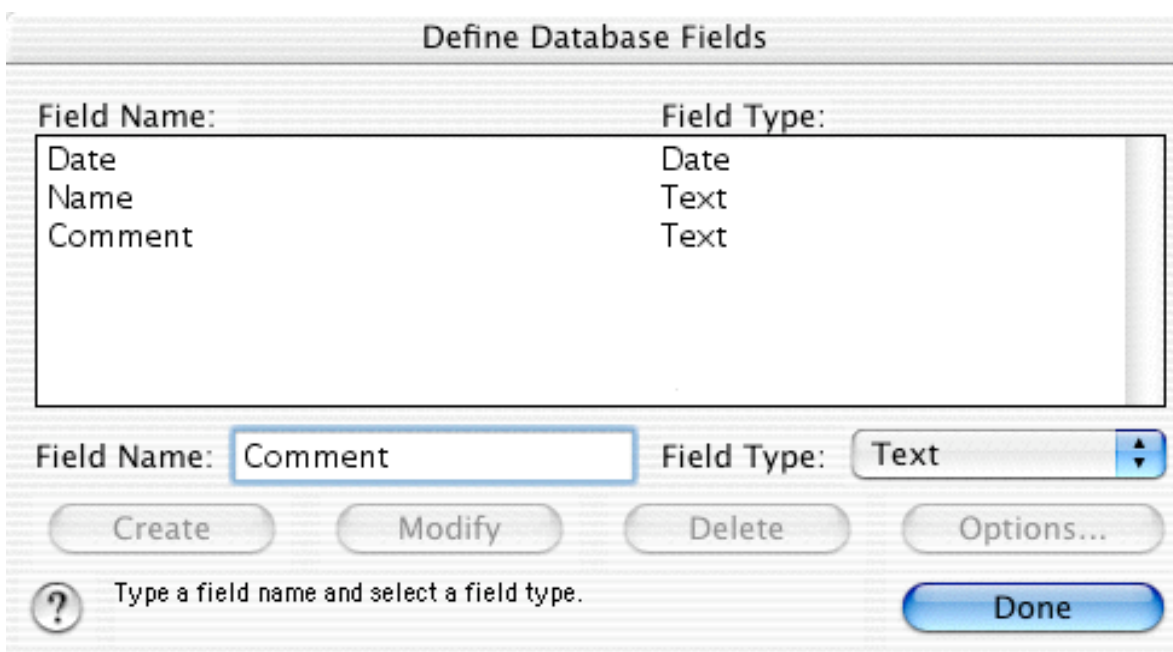
4. Click on **Create** and then click on **Options...**



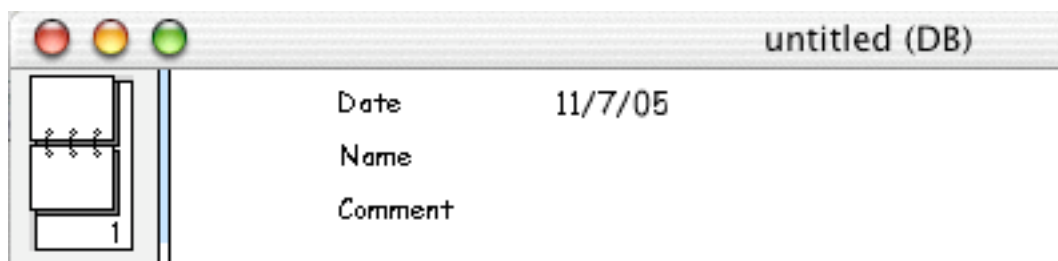
5. Choose "Current Date", if you want it to automatically enter today's date. Click OK.



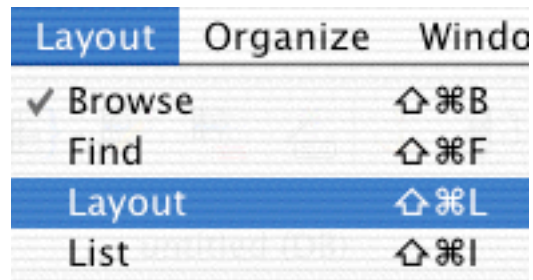
6. Name and Comment fields are text fields. Your completed "Define Fields" window should look like this. Don't forget to click on **Create** after typing each field.



7. You will now see your database in a browse mode.

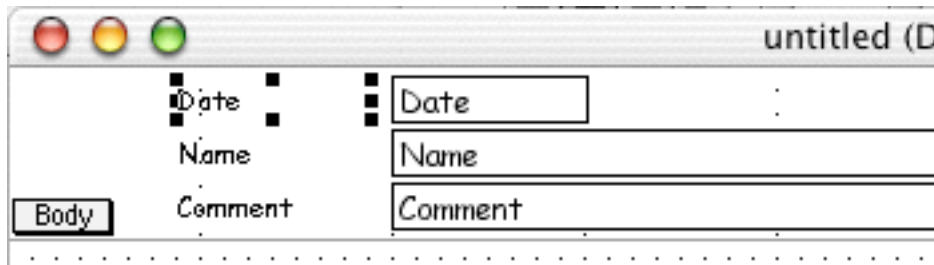


8. Your next step is to set up your fields to be more practical. To do this you need to click on the "Layout" menu and choose "Layout". Hint: When in Layout mode, you can do anything you can do on a drawing document.

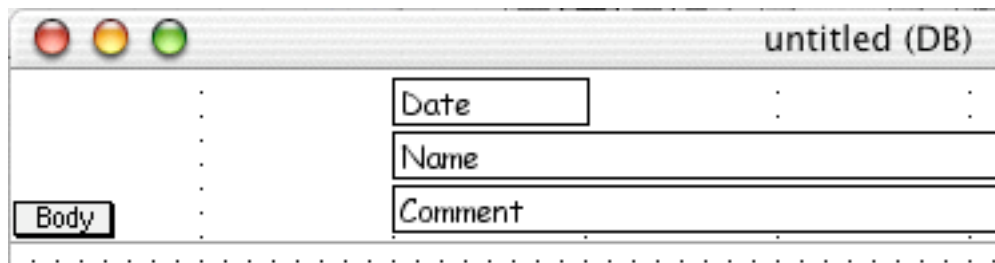


9. Click on the text descriptions then delete them using the delete key, leaving the text boxes behind.

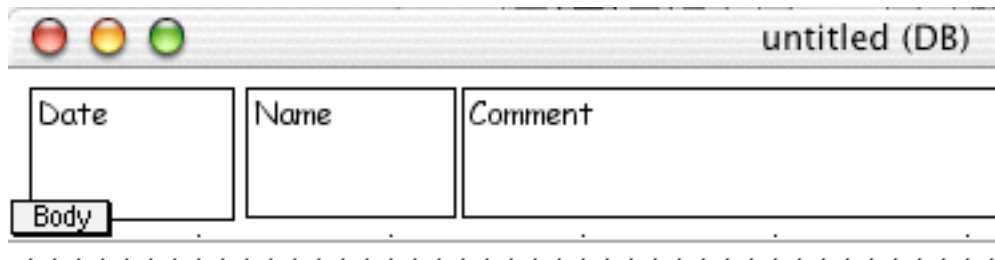
From this:



To this:



10. Arrange and reshape your boxes to line on one line, similar to the following:

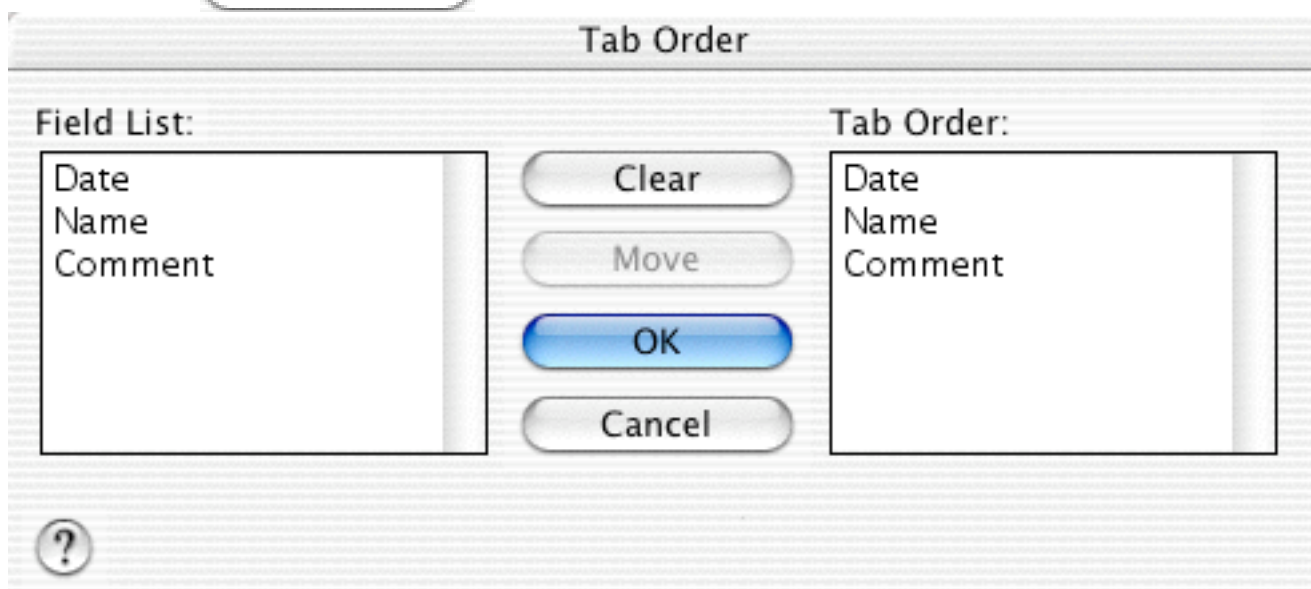


11. Next, you want to set the tab order. Normally, tab order, by default is the order that you first created your fields. You won't need to have a tab in the date field as the date is being automatically entered for you. NOTE: If you are entering data at a later date and wish to change the automatically entered date to the one you want, just click in that field

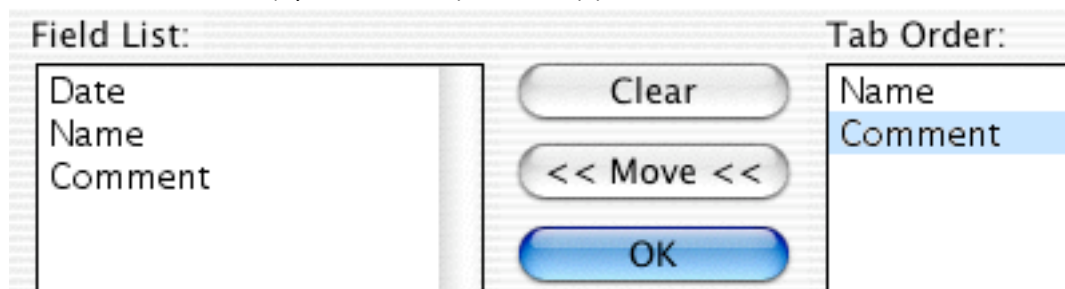
and make the changes. You want to first type the student's name and then to be able to tab over to the comment field to write the desired comment. To do this click on Tab Order under the Layout Menu.



12. Click on the  button to remove the fields from the right hand column.



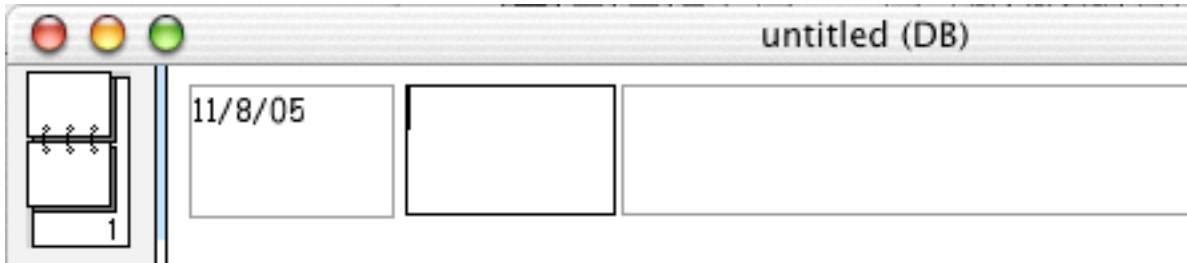
13. In the Field List, click on Name as the first tab order. Then click on the



14. You are basically done. To enter data, you now need to click on Browse under the Layout menu.



15. You will see the date in the first field and your cursor blinking in the second field ready for you to enter your student's name. After doing that, just press the Tab key and you will be moved to the next box where you can type in the comment you wish for that student.

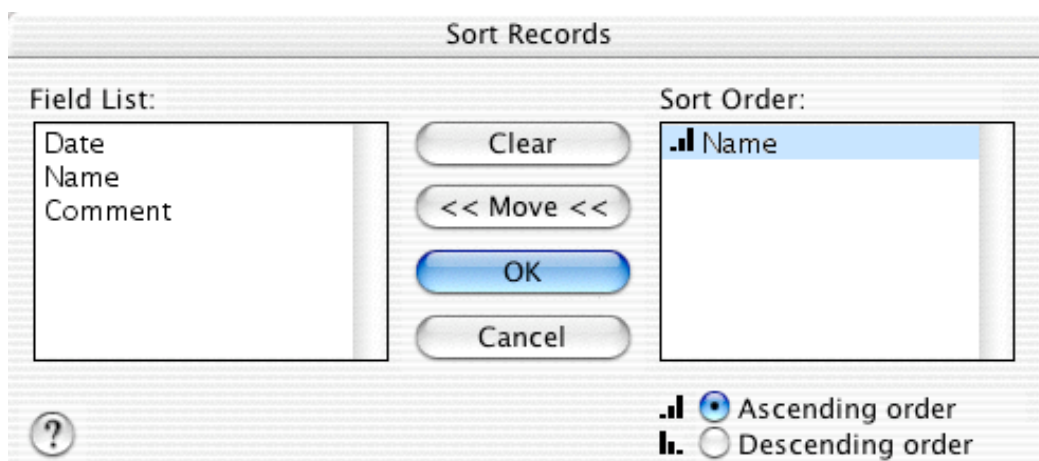


16. To add a new record (or entry) go to New Record under the Edit menu or just type **⌘ R**.

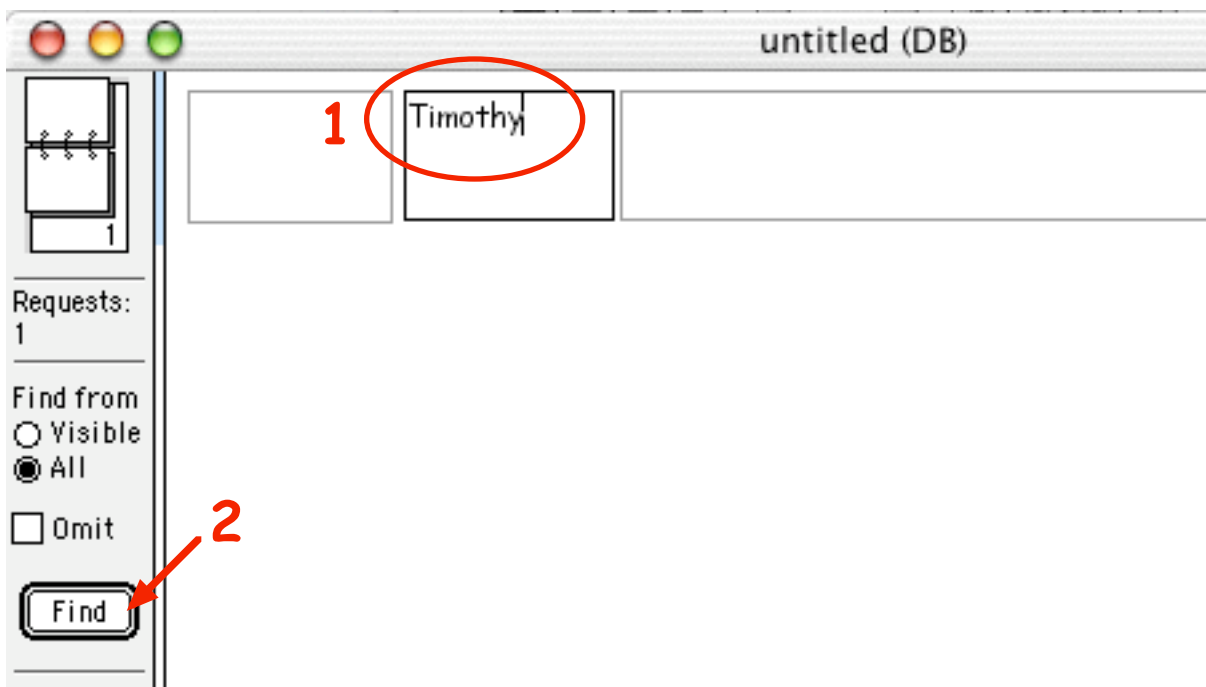
17. You can sort records by student or comment by choosing Sort Records under the Organize Menu.



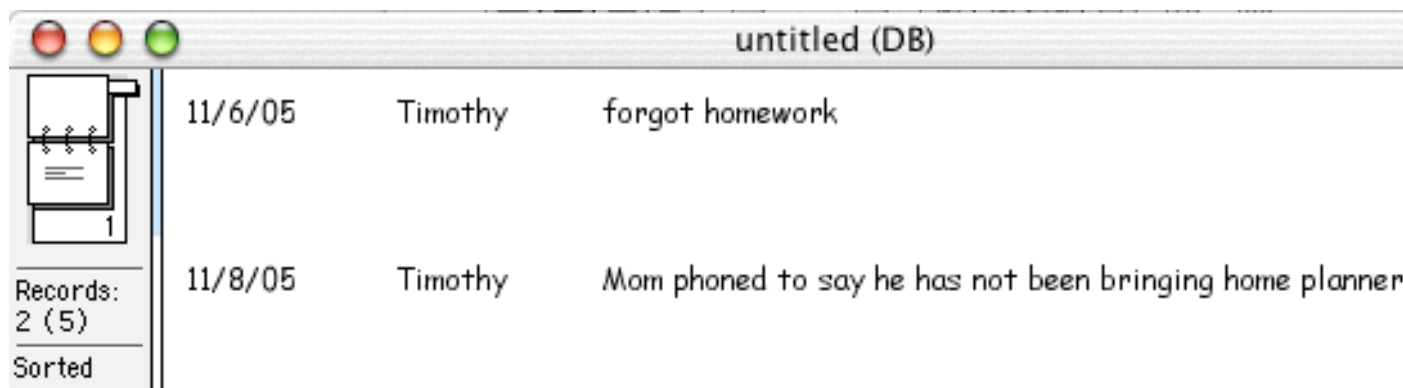
Choose the field you want sorted, click on Move and then click on OK.



18. If you want to sort out just one student's records for printing or showing parents, click on Find under the Layout menu. In the blank record, type the name of the student for which you wish to show records. Then click on the Find button.



Gives you this:



19. To view all records when you have finished, click on Show All Records under the Organize menu.

