



Candle

Academic Suite

Developed and supported by



The Teacher's Trading Post

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Purpose of the Software

To provide private schools with
a modular suite of software tools.

Our Goal

These tools should be simple to use like a candle,
and provide light to board members, teachers, and parents
on the progress of students under their care.

Basic Premise

Data should only be entered once,
and then be available for use in multiple ways.

Downloads available...

candle.cloud/downloads

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Installation

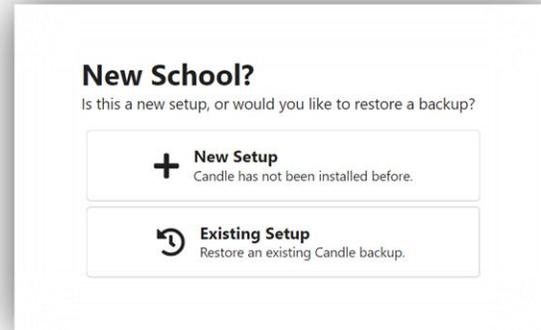
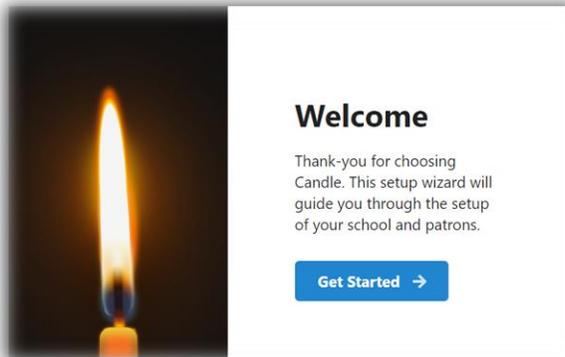
Candle Server

This guides you through the process of installing the Candle Server on your system. For more details about how Candle works, see page 21.

1. Go to candle.cloud/downloads and click on *SetupCandle#.#.#.exe* to download the setup file.
2. Open the downloaded file when completed.
3. On the User Account Control prompt, select *Yes*.
4. The install wizard will open. Select the *Next* button.
5. Take a moment to briefly scan the license agreement. Then continue with *Accept* or *Decline*.
6. If *Accepted*, you will be prompted with an install location. Generally, the location suggested is appropriate. Select *Next*.
7. Finally, click *Install*. This will begin the process of extracting the files from the installer and placing them on the local drive. This could take several minutes. To see additional software packaged with Candle, see page 21.
8. When the installer has finished, click *Finish* to complete the install. Candle can be used from a browser by navigating to localhost from the server on which it is installed, or by downloading and installing Candle Client (see below). See page 2 for instructions on how to begin entering data into Candle.

First Run Wizard

When you first access Candle, whether by browser or by the Client, you will be greeted by the *First Run Wizard*. This wizard will guide you through entering the basic data with which the system operates.

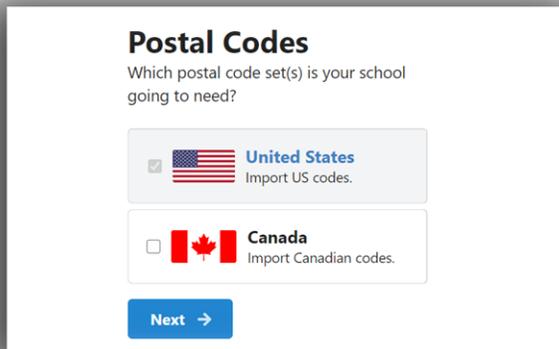
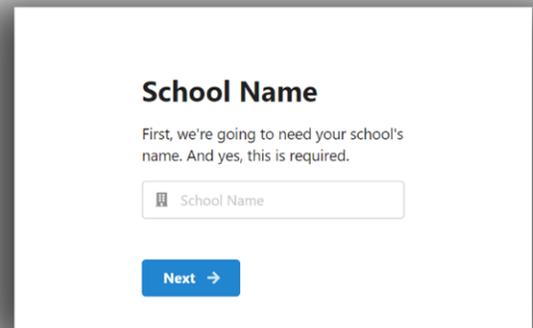


New Setup vs Existing

If this is a new setup, (never had Candle before) choose *New Setup*. If you are restoring a backup, click *Existing Setup* and follow the onscreen prompts.

School Name

Enter your school's name and click *Next*.



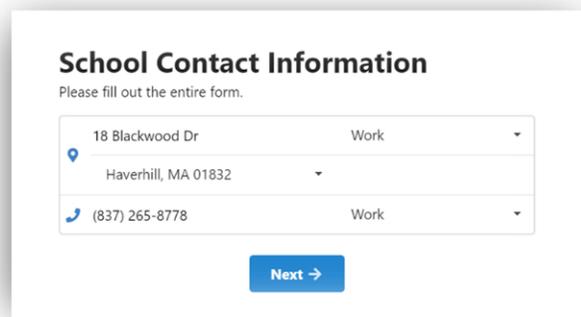
Postal Codes

Choose optional Canadian postal codes. US codes are seeded by default. Click *Next*.



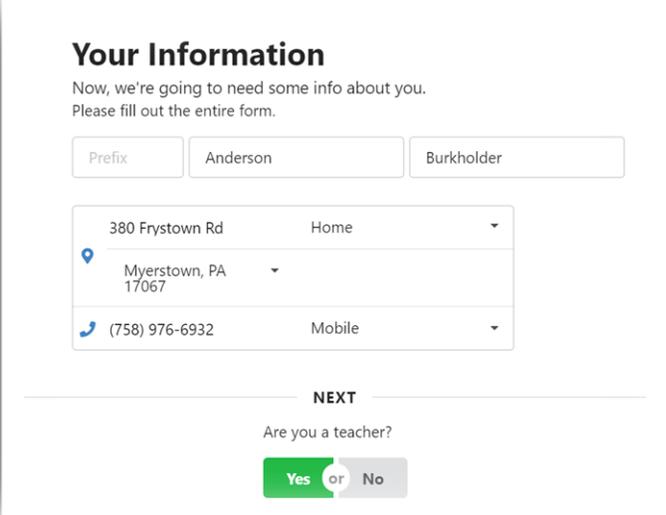
School Info

Fill in the school name, phone number, address, and postal code. *All displayed fields are required.* Click *Next*.



Your Info

Fill in Prefix, First Name, Last Name, and all contact methods fields. If you are a teacher, click *Yes*, and follow the on-screen prompts. Otherwise, click *No*.



Your Information
Now, we're going to need some info about you.
Please fill out the entire form.

Prefix Anderson Burkholder

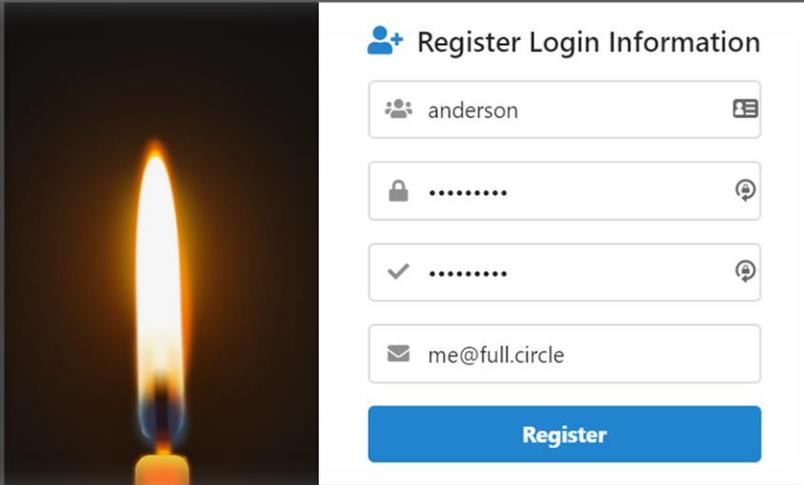
380 Frystown Rd Home
Myerstown, PA 17067
(758) 976-6932 Mobile

NEXT
Are you a teacher?
 Yes No



Register User

Choose a username and a password, optionally with an email address. A username can only be alphanumeric characters. At a *minimum*, the password should be 4 characters long. Click *Finish*. This will direct you to the family page where you can begin entering families. More information on family entry can be found on page 4.



Register Login Information

anderson

.....

✓

me@full.circle

Register

Setup Completed

You can now begin entering families as described on page 5.

✓ **Contact**
 Name, Address, Etc.

✓ **School**
 Contact Info

3 **User**
 Authentication

Previous **Finish**

Username
 anderson

Password

Confirm password

Email
 me@full.circle

User

Choose a username and a password, optionally with an email address. A username can only be alphanumeric characters. At a *minimum*, the password should be 4 characters long. Click *Finish*. This will direct you to the family page where you can begin entering families. More information on family entry can be found on page 4.

Editors

Editors are small widgets reused throughout the system to keep data and editing consistent.

Name

The name editor allows entry of a *First Name*, *Middle Name*, and *Last Name*. It also supports Salutation (where applicable, example Teachers) and *Known As or Nickname*. Where *Known As* is supplied, the system uses this in place of *First Name*. (e.g., Sheri Beth Martin instead of Sheri Martin)

Salutation	First Name	Middle Name	Last Name	Known As or Nickname
Miss	Sheri	Beth	Martin	Sheri Beth

Phone | Email | Address

Add

Contact Method Location

(671) 041-0111	Home	
allofus@thefamily.us	Home	
73 Driftwood Dr	Home	
Canaan, NH 03741	Water Front	

Postal Code (pg. 11)
 Setup > Postal Codes

School District
 Setup > Contacts > School Districts

Contact Methods

The contact method editor allows for contact entry of multiple types. These include phone number, email address, and physical address.

Family Entry

Because our schools are centered around families, directly after setup, we start by entering the family data as seen here. The father, along with his contact information is listed on the left, while the mother, with her contact information is listed on the right.

If the family has a landline phone number, it should generally be placed with the father’s contact information—this will display best on the Patron Report.

If the Mother’s Last Name is not provided, on save it will be populated automatically from the Father’s Last Name.

Contact Names
(details page 3)

First Name	Middle Name	Last Name	Known As or Nickname
Quinton		Sensenig	

First Name	Middle Name	Last Name	Known As or Nickname
Kayla		Sensenig	Annie

Contact Methods
(details page 3)

Address	Method
73 Driftwood Dr Canaan, NH 03741	Home
(671) 041-0111	Mobile
allofus@thefamily.us	Home

Address	Method
(747) 989-6769	Mobile

Children

First Name	Middle Name	Known As or Nickname	Birthdate	Primary Student Group	Gender	+
Gloria	Sue		06/12/2003	Grade 10	♀	+
Joshua	Austin	Josh	04/05/2005	Grade 7	♂	+
Kendra	Dawn		09/15/2008	Grade 4	♀	+

Student Group (pg. 9)
Setup > Student groups

Add a child.

This data, along with the teacher data entered separately, is then used to automatically produce the

- Patron Roster
- Student Roster
- Future First Grader List
- Absentee Record Sheet

Teachers

The teachers can be accessed by clicking the Gear on the right side of the toolbar. In the School section, click Contacts. Finally, click Teachers on the tab panel between Families and School Districts.

Teachers should never be deleted if they have been used in any way—the reporting system is smart enough to determine if a given teacher should be included in the reports.

The screenshot shows the 'Candle' software interface. At the top, there is a navigation bar with 'Candle', 'Grade Book', 'Reports', 'Typing', and 'Help'. On the right side of the navigation bar, it says 'anderson', 'Log Out', and a gear icon. Below the navigation bar, there is a tab labeled 'Anderson' and a 'Save' button. The main content area is divided into two sections. The left section is a form for entering contact information. It has a table with columns: 'Salutation', 'First Name', 'Middle Name', 'Last Name', and 'Known As or Nickname'. The 'First Name' field contains 'Anderson', 'Middle Name' contains 'Kent', and 'Last Name' contains 'Burkholder'. Below the table, there is an 'Add' button and three icons: a phone, an envelope, and a location pin. Below these icons, there is a text input field containing '(758) 976-6932' and a dropdown menu with 'Home' selected. The right section is titled 'Grade Levels' and contains a table with a 'Name' column and a checkbox column. The rows are labeled 'Grade 1' through 'Grade 10'. The checkboxes for 'Grade 8' and 'Grade 9' are checked. Below the 'Grade Levels' section is a section titled 'Student Groups' with a table with a 'Name' column and a checkbox column. The row is labeled '8th and 9th Bible' and its checkbox is checked.

Salutation	First Name	Middle Name	Last Name	Known As or Nickname
	Anderson	Kent	Burkholder	

Add

(758) 976-6932 Home

Grade Levels

	Name
<input type="checkbox"/>	Grade 1
<input type="checkbox"/>	Grade 2
<input type="checkbox"/>	Grade 3
<input type="checkbox"/>	Grade 4
<input type="checkbox"/>	Grade 5
<input type="checkbox"/>	Grade 6
<input type="checkbox"/>	Grade 7
<input checked="" type="checkbox"/>	Grade 8
<input checked="" type="checkbox"/>	Grade 9
<input type="checkbox"/>	Grade 10

Student Groups

	Name
<input checked="" type="checkbox"/>	8th and 9th Bible

Contact Information

More information available on page 3.

Grade Levels

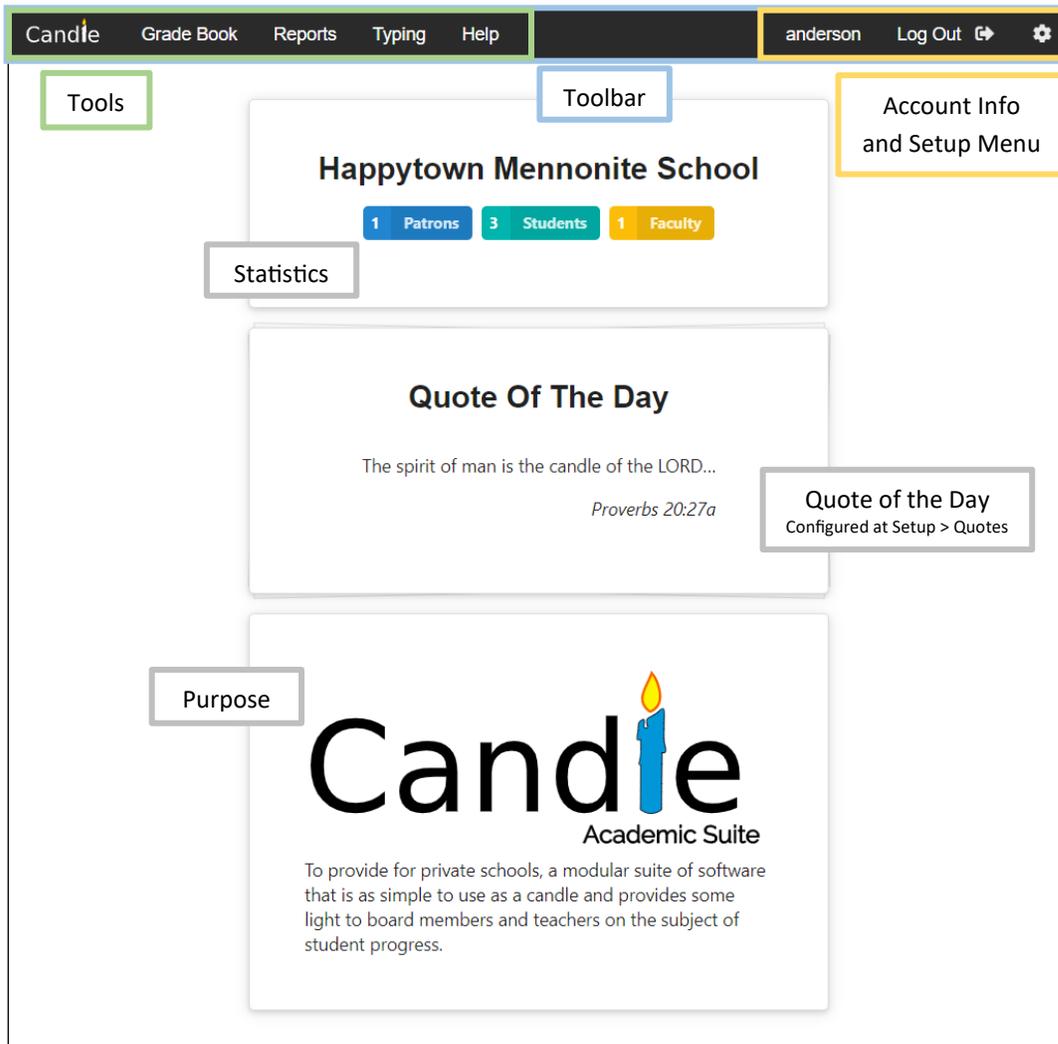
Student groups *with* a Grade Level assigned (e.g., 7th Grade).

Student Groups

Student groups *without* a Grade Level assigned (e.g., 8th and 9th Bible). See page 9.

Home Page

Depicted below is Candle's home page. This will load whenever navigating to <localhost> or opening the Client.



Tools

Links to access the various services available with your user license.

Gradebook (page 17)

Typing (page 20)

Account Info

Shows the username—by clicking, takes you to the user account management page—this is separate from the Authorized Users page. *Log Out* logs the user out of the app. For more on authorization, see pages 12-13.

Gear Icon—takes the user to the *Setup* menu (see page 7).

Setup

The Setup menu can be accessed by clicking the Gear icon on the right side of the toolbar.



Candle Grade Book Reports Typing Help anderson Log Out

Curriculum Curriculum – Teachers, Board Members
Curriculum related items.

Assignments

School School – Teachers, Board members
Setup Contacts, Terms, and Rooms.

Contacts

School Terms

Student Groups

Rooms

Software Configuration Software Configuration – Admin Only
Tools for editing core system properties.

Modifying settings in this section can have unexpected consequences. Use extreme caution.

Authorized Users

Assignment Types

Assignment Weights

Grade Levels

Letter Grades

License Keys

Postal Codes

Quotable Quotes

Subjects

Reports

Config Files

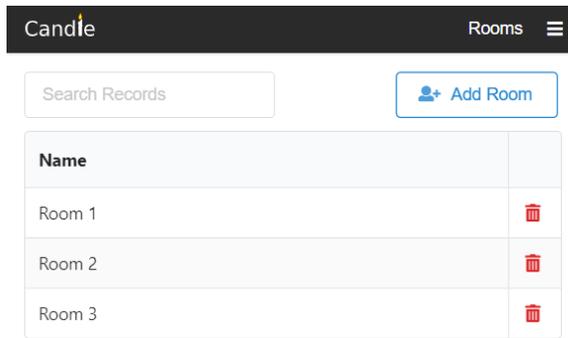
System Maintenance System Maintenance – Admin Only
Tools for keeping the candle trimmed and burning.

Backup

Restore

Assignments (page 10)	Assignment Types (page 10)	Subjects
Contacts (pages 4-5)	Grade Levels (page 10)	Reports
School Terms (9)	Letter Grade	Config Files
Student Groups (page 9)	License Keys (page 14)	Backup
Rooms	Postal Codes (page 11)	Restore
Authorized Users (12)	Quotable Quotes (11)	

Basic Data Maintenance

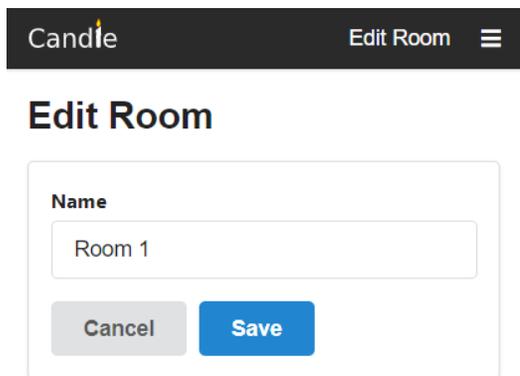
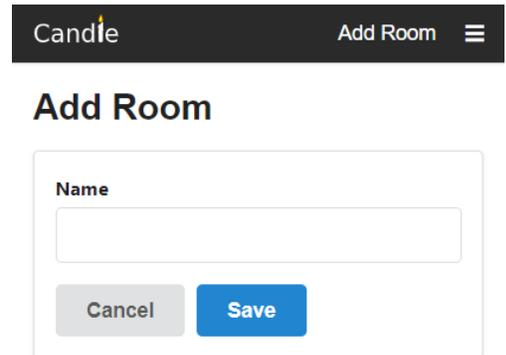


Viewing

Clicking on a menu item such as Rooms, will display a list of Rooms currently entered in the system. The  button allows for adding of a new item. The  textfield searches the table. The trashcan  deletes on item, with a confirmation before the delete. Clicking on the line takes you to the edit page.

Adding

After clicking the *Add* button on the listing, you will be directed to the *Add* page. (e.g., Rooms) Here, fill in the necessary fields, and click *Save*—you will be returned to the list. (Ctrl + S also works here) Cancel returns to the list without adding the item.

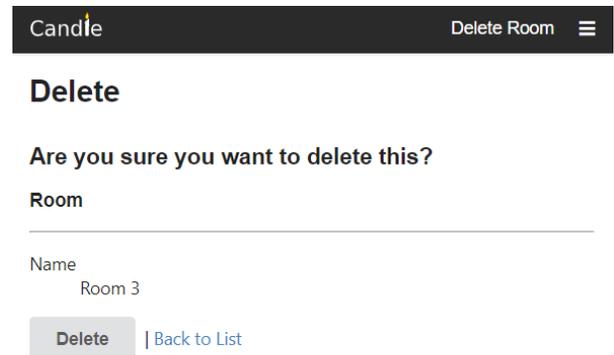


Editing

To edit an existing record, click on the record in the list (e.g. a room) and you will be directed to an edit. Here you can modify an fields necessary and click *Save* or hit *Ctrl + S* to save.

Deleting

After clicking the red trashcan, you will be directed to the Delete page. To confirm the delete, click the gray delete button. This will permanently delete the given item—after clicking Delete there is generally no going back. The only recovery option available would be to restore a backup. Deleting will not function if there are other systems using this record. For example, an Assignment cannot be deleted if Grade(s) have been entered for the Assignment.



School Terms

Represents a school term with its appropriate student groups. This includes a school name, contact information, and school day information. *Auto Calculate Marking Period Dates* should be checked—this will auto calculate when each Marking Period start and ends. Marking Periods can be manually configured by navigating to *[host/address]/setup/markingsperiods* in a browser.

Candle Grade Book Reports Typing Help anderson Log Out

2020-2021 Save Back to School Terms

School Term Student Groups

School Name
Happytown Mennonite School

Add [Phone] [Email] [Location]

(837) 265-8778 Work [Trash]

18 Blackwood Dr Work [Trash]

Haverhill, MA 01832 School District

School Days 180

Marking Periods 6

Auto Calculate Marking Period Dates

Term Starts 08/25/2020 [Calendar]

Term Ends 05/04/2021 [Calendar]

Day Starts 08:30 AM [Clock]

Day Ends 03:00 PM [Clock]

Student Groups

These can be accessed by clicking on the *Student Groups* tab on the School Term edit. There is also a link on the Setup page.

A Student Group is defined as a given group of Students (contacts) in a particular year. It is not a grade level, although it can be assigned a grade level. (See Grade Levels below.) A Grade Level should not be set when a group consists of various grades.

A student group consists of:

- Name (e.g., *Grade 1*, or *6th and 7th Social Studies*)
- Grade Level (which grade these students are considered)
- Room (which room this activity/class occurs in—e.g., *6th and 7th Bible in the Kitchen*, or *Grade 2 in Room 3*)
- Teacher (which teacher teaches this activity/class)

2018-2019 Save Back to School Terms

School Term Student Groups

Grade Level 1

Name Grade 1

Room Room 1

Teacher Sis. Becky Diller

Student Group Add Group

Student Add Student

Current Students

Add an existing group. For example, add Grade 2 and Grade 3 to create Grade 1st and 2nd Art.

Add a single student to this group. For example, add a failing student from Grade 2 to Grade 3.

Assignments

Can be accessed from Setup > Assignments.

Work assigned to student for completion. Currently, teachers manually create typing lessons. The gradebook automatically creates assignments for internal use.

An assignment consists of:

- Student Assignment (work the student should do—auto filled if left empty, *e.g. English L 132 – Even Numbers*)
- Type – Assignment Type (see below — e.g., Homework, Quiz, Test)
- Subject –Subject (page 11 — e.g., Bible, Math, Literature)
- Student Group (page 9—e.g., 8th Grade, 6th and 7th Reading)

Assignment Bulk Add

This can be used for creating many Lessons of the same nature for a Student Group. It is often used for creating typing lessons.

Note that the Name should include a space after the text—the lesson numbers are appended directly without spaces.

The screenshot shows the 'Bulk Add Assignments' form with several callouts:

- Name:** A text input field with a placeholder 'A description of the work the students should do.' A callout box points to it with the text: 'example "Typing L. " with a space for the incrementing numbers'.
- Starting Lesson:** A numeric input field containing '0'. A callout box points to it with the text: 'starting count'.
- Ending Lesson:** A numeric input field containing '0'. A callout box points to it with the text: 'ending count'.
- Type:** A dropdown menu with 'Homework' selected. A callout box points to it with the text: 'Assignment Type (see below)'.
- Subject:** A dropdown menu with 'Typing' selected. A callout box points to it with the text: 'Subject (page 11)'.
- Student Group:** A dropdown menu with 'Select student group' selected. A callout box points to it with the text: 'Student Group page 9'.

At the bottom of the form are two buttons: 'Cancel' and 'Bulk Add'.

Assignment Types

Types of Assignments. Candle has 3 Assignment Types prefilled. These include *Homework*, *Quiz*, and *Test*. These are used to specify various types of Assignments in the gradebook (see above) and Typing lessons (20).

Rooms

Rooms for Student Groups (page 9) to occupy.

Grade Levels

The most basic form of a grade level. Used to define Student Groups (page 9).

Letter Grades

Factors which the gradebook uses to convert grades entered as letters and grades entered as numbers. These should be reviewed, as not all school use the same standards.

Postal Codes

Candle comes pre-seeded with 40,930 postal codes—and optionally . Each postal code comes complete with a Code, City, State, and Country. These are used for autocompleting on the Contact Method editor (page 1). These generally should not be changed, as they affect core system processes.

Quotable Quotes

The quotes the system cycles through on the Home page (page 1). These can be marked as skipped. The order they are displayed can also be modified.

Subjects

Subjects taught in the school. Individual teachers can choose Subject to show in the gradebook by clicking *Setup > Subjects* and checking the desired subjects.

Name	Report Card Order	Is Major	Is Active	My Subjects	
Algebra	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Art	20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bible	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Authorization

User Accounts

User accounts management can be accessed from Setup > Authorized Users. Used to modify user account information on existing accounts.

User account passwords can be changed by clicking the Password tab and entering the new password. This page is only accessible for the admin users (see admin note on right).

Contact
The contact this user account represents (page 2).

Username
The name of this user account.

Email
Used for account confirmation and account recovery.

License
The key that enables this user. (Keys page 12)

Admin Access
If this user has full system access.

Register New User

Username

Password

Confirm Password

Email (optional)

Register

[Return to Login](#)

Create a User Account

Register New User can be accessed by Logging Out (if logged in) and clicking *Register as a new user* under the login panel. Or, if an administrator, it can also be accessed by navigating to [Gear] > Authorized Users > Add User.

The *Register as new user* link under the login panel can be hidden conditionally or completely. See page 14 for details.

After completing the form, click Register to create the new account. Note that username should only be alphanumeric characters (a-z0-9) and the password should be *at least* four characters. A better password will include at least 8 characters. Email is optional and is used for automatic password recovery.

Recovering Your Password

If you have forgotten your password, you can ask your admin to reset it for you. If you are the admin, click *Forgot your Password?* on the login panel. Enter your email address and click *Send Reset Link*. If you did not enter an email address when you created your account, you will have to call The Teacher's Trading Post for password recovery. Tech support personnel can use hardware keys to unlock the system. See Page II for contact information.

Forgot Password?

Enter your email...

Send Reset Link

Access Control

Overview

As is generally standard procedure within a school or organization, data viewing and maintenance within the system is reserved for those who need it. For example, a student cannot enter grades for himself or his classmates—this is the teacher’s responsibility. Or, one teacher cannot view a fellow teacher’s gradebook—this is certainly not his/her responsibility!

In designing access control, we’ve striven to create a model as similar to the real world as possible:

Administrator (Admin)	<i>Aka, super user.</i> Complete control over the system. The admin can access all pages other user can, along with more. Generally, a board member or IT manager.
Board member	Access to all grade books. Can run all reports.
Teacher	Access to his/her gradebook. Can run most reports, except those involving other classroom’s data (e.g., grades, health).
Parent	Access to <i>List</i> reports and to their child’s grades. Cannot view class averages (Student Group Grades Report).
Student (Typing user)	Access to Typing page only.

Designation

These positions are assigned on the User Accounts (page 12). *Note that these checkboxes only become visible when an appropriate contact is selected.* If the *Administrator* checkbox is checked, the user will be marked as admin. If a parent is selected in the contact dropdown, the *Parent* and *Board member* checkbox will appear, and the user can be marked as a parent or board member. If a teacher is selected and student groups are assigned, the user will be marked as a teacher. If the contact selected is a child/student, a *Student* checkbox will appear where the user can be marked as a student.



Restriction

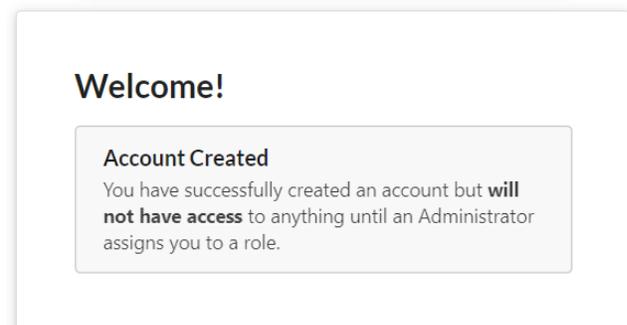
If a user does not have sufficient privileges to access a given resource, he/she will see a message like the one to the right. This is not to be confused with an invalid license key. This is a separate issue, detailed on page 14 .

Access Denied.

You do not have access to this resource.

New Accounts

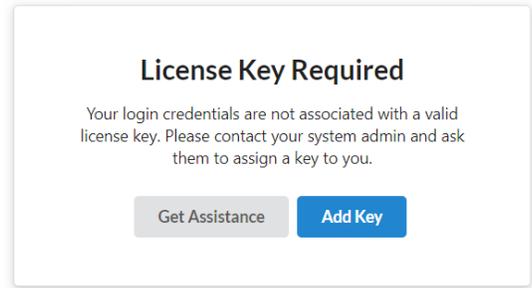
When a user creates an account (page 13), he/she will be presented with a message as shown. Before any resources are accessible, an administrator *must* assign roles to the user. New users created on the system have no immediate access what-so-ever.



Licensing

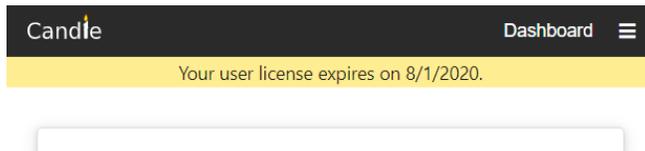
To use Candle functions a current license key must always be available for the system to read. When the system is first installed, a demo key is pre-seeded in the database. This key supports up to 100 users for 90 days. At the end of the trial period, the system will lock with a message (on the home page) as shown to the right.

If you have created a user account and do not yet have a valid key assigned to you by an administrator you will see a similar message but without the *Add Key* option.



Adding a Key

To add a License Key, go to [Gear Icon] > License Keys > Add License Key. Here you can type in your key and select the users your key applies to. If you have clicked the copy button on the website, click in the *Name* field, right-click and select *Paste*.



Expiration Warning

Candle will give a 90-day warning before a key expires. This will appear directly beneath the Title bar.

Pricing

For pricing, see page 17.

Health Records

Health Records can be accessed by clicking Health in the title bar. This will present you with a student dropdown. Select a student for whom to view health records. The data entered on the health records page is used to generate the *Immunizations*, *Ear Exams*, *Eye Exams* and *Health*, reports.

Immunizations (manual entry)

The Immunizations are displayed immediately after clicking on the Health page and selecting a student. Immunizations can be added by clicking Add Record and removed by clicking the red trashcan on the right. All changes within the grid are saved automatically. (No save button needed.)

Date	Vaccines	Admin. By	Exempt	Sig. on File	Notes	
08/06/2020 	MMR 	Dr Bob Abernathy	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Add Record						

Fields:

- Date – the date on which the immunization was administered
- Vaccines – the vaccine or vaccines administered
- Admin. By – the physician or medical establishment which authorized the administration
- Exempt – specifies if the student is exempt (e.g. medical exemption)
- Sig. on File – specifies if the doctor signature is on file (e.g. a form from the doctor’s office)
- Notes – notes regarding this immunization

The system will use this data to determine which vaccines the student(s) need to enter the next grade. This report can be viewed by navigating to *Reports > Beta Reports > Immunizations*. For a sample report, see page 16.

Health Exams

These include the *Date* taken, *Height*, *Weight*, *Notes* and *Grade*. BMI (Body Mass Index) and BFP (Body Fat Percentage) is calculated as the user types. This data is used to create the Health Exams Report.

Ear Exams

Hearing exams taken by an assistant teacher or school nurse. This data is used on the Health Exams Report.

Fields:

- Date – the date taken
- Frequency – the frequency with which the ears were tested
- Left Ear – decibels at which the given frequency was audible in the left ear
- Right Ear – decibels at which the given frequency was audible in the right ear
- Notes – notes regarding the test
- Grade – grade in which the test was given

Eye Exams

Vision exams taken by an assistant teacher or school nurse. This data is used on the Health Exams Report.

Fields:

- Date – the date taken
- Feet – distance of the testee from the test object or chart
- Left Eye – vision score for the left eye
- Right Eye – vision score for the right eye
- Notes – notes regarding the test
- Grade – grade in which the test was given

Immunizations (auto entry)

If the system has been properly set up, immunizations can be entered into Candle directly by the attending physician or nurse. The nurse or doctor can scan the QR code at the bottom of the Immunization Report with a mobile device to complete the immunization details online. The QR code will work for a student all through school.

A screenshot of the Candle mobile app interface. At the top, it says "Candle". Below that, the name "Melinda Steiner" is displayed, followed by "5/8/2008 Age 12". There is a section for "Immunized on" with a date of "08/06/2020" and a dropdown arrow. Below that is a toggle switch for "DTAP, DTP, TD, or DT" which is currently turned on. A text box contains the prompt "Enter notes here for the principal or parents to review...". At the bottom of the form is a blue button labeled "Sign Form".

When scanned the physician/nurse is presented with a form detailing the immunization.



Upon selecting "Sign Form", a signature pad is presented which can then be signed directly on the mobile device with a stylus or simply the attending's finger.

A screenshot of the signature pad interface. At the top, it says "Candle". Below that is a large white box containing a handwritten signature. Below the box are two buttons: "Clear" on the left and "Submit" on the right. The text "Please sign above." is centered below the signature box.

After touching Submit, the record is sent back to the Candle system and an immunization is recorded.

A screenshot of the confirmation screen. At the top, it says "Candle". The main content of the screen is the text "Thank-you. We've filed the record." centered on the page.

Gradebook

Candle's gradebook is designed to look like a paper gradebook with the student's names on the left, and assignments along the top.

The screenshot shows the Candle Gradebook interface. At the top is a navigation bar with 'Candle' and 'Grade Book' tabs, and links for 'Health', 'Reports', 'Typing', 'Help', 'Ivan', 'Log Out', and a settings gear. Below this is a header section with filters for 'Period' (Period 1), 'Group' (Grade 8), 'Subject' (Algebra), and 'Entry' (Grade). A 'Settings' wrench icon and a 'Grade Type Legend' (Test (-), Quiz (*), Homework (/)) are also present.

The main area displays a table for the 2018-2019 school year. The columns are labeled '1 Homework', '2 Homework', and '3 Homework'. The 'Class Average' is 93 B+. The table lists the following student grades:

Student	1 Homework	2 Homework	3 Homework
Class Average	94 A-	93 B+	92 B+
Cynthia	98 A	99 A	96 A
Brenda	94 A-	91 B	93 B+
Virgil	97 A	96 A	99 A
Melissa	86 B-	87 B-	81 C
Wes	95 A-	91 B	93 B+

Below the table is a line graph showing the 'Class Avg.' (red line) and 'Cynthia' (blue line) over three periods. The y-axis ranges from 60 to 100. The Class Avg. starts at approximately 93% and ends at 92%. Cynthia's scores are 98%, 99%, and 96%.

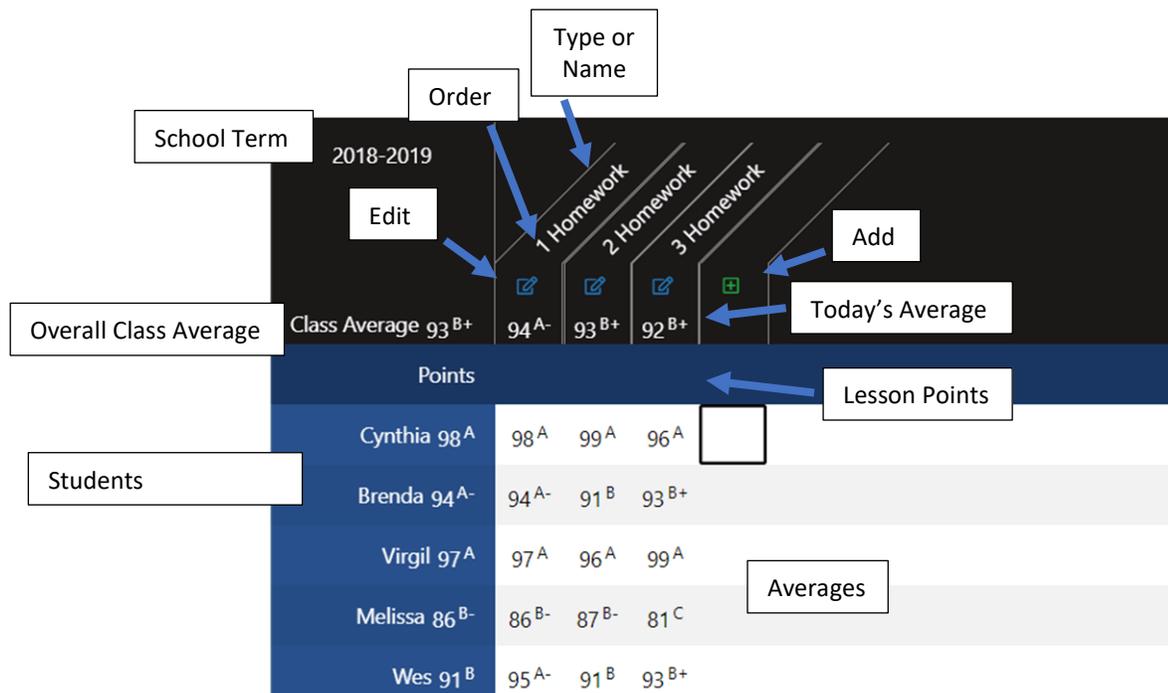
Header

The header contains settings that control the function of the gradebook.

- Period – the current marking period
- Group – the student group to be displayed
- Subject – which subject these grades are for
- Entry – which entry method is currently in use
 - Grade – numbers entered are stored as actual averages, e.g. 97%, 94%
 - Errors – numbers are entered as errors. Percentages are calculated based off the points entered at the top of the column
- [Wrench] – opens the settings dropdown
- Grade Type Legend – cheat sheet for shortcut keys

Grade Entry Area

Below is a diagram of the data presented within the date entry area.



Across the top are the assignments within this period, group, and subject. The *Assignment Type* along with the assigned order is displayed on a 45° angle. This can be overridden by specifying *Work Assigned* on the assignment edit dialog. The blue pencil will open the Assignment Editor (see below right). Below the edit button, is the current class average for the assignment (day). Below this, in blue background, is the points in this lesson/assignment. This is used only when entering scores as errors. Below the points is the list of student's grades which correlates with the list on the left.

Navigation within the gradebook can be done by using the arrow keys and the Enter key. The arrow keys do *not* save an updated grade or points, the *Enter* key must be used. Upon pressing Enter the selection box will move to the next grade—the direction of travel can be modified within the gradebook settings. Upon reaching the end of a row and column, the selection will move to the next row or column, if any.

Assignment Types (homework, quiz, test) can be quickly changed by pressing the appropriate key. The key legend is displayed in the gradebook header (see page 16). This makes simple grade entry possible using only the keypad.

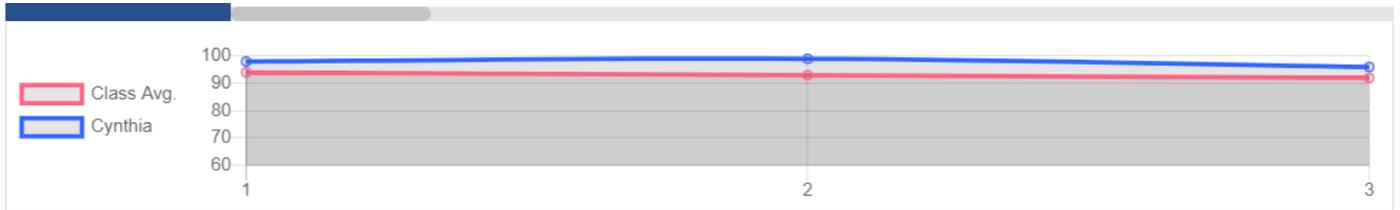
The Assignment Editor dialog box contains the following fields and options:

- Work Assigned:** A text input field.
- Assignment Type:** Radio buttons for Test (-), Quiz (*), and Homework (/).
- Points:** A text input field containing the value 98.
- Due:** A date input field containing 07-10-2020.
- Buttons:** Delete, Cancel, and Save.

Assignment Editor

Grade Graph

The purpose of the graph is to assist the teacher with analyzing his/her pupils' performance within the past marking period. The class average is displayed in red, while the currently selected student is displayed in blue. The student shown is determined by the student on which the selection currently lies.



The Class Average or the Student can be hidden by clicking on the desired Legend item.

The grade graph can be completely hidden by hovering over [Gear] and unchecking Grade Graph.

Typing

The typing page can be accessed by clicking Typing in the toolbar. This will present the user with a list of typing lessons. A lesson can be edited by clicking the blue pencil icon on the right and deleted by clicking the red trashcan. Correcting is disabled by default for all typing users—this includes backspace, delete, insert, arrow keys, and mouse selected/highlighting. Correcting can be enabled by checking *Allow Correcting* on an Authorized User's profile (page 12). This option only becomes available after selecting a student as the user contact.

Editing

After clicking on the blue pencil, the user will be presented with a typing sheet. On the left are several maintenance options and a quiet timer. Across the top is a header describing the lesson—this cannot be changed and will be printed with the lesson.

The screenshot shows the Candle Typing interface. At the top, there is a header with the Candle logo, the word "Typing", and the user's name "Brendon" with a "Log Out" link. Below the header, the interface is divided into two main sections. On the left is a sidebar with a "Lesson" section containing four buttons: "Save", "Mark Complete", "Print", and "Cancel". Below this is a "Timer" section with a digital display showing "1:00", two buttons for "1:00" and "2:00", and "Start" and "Clear" buttons. At the bottom of the sidebar is an "Auto Start" checkbox. The main area on the right is a large white space for typing, with a header that reads "Brendon Sensenig Lesson 1 4/3/19 11:12:00 AM". Four callout boxes provide instructions: "Time display can be typing in." points to the digital timer display; "Quickly set timeouts." points to the 1:00 and 2:00 buttons; "Start or clear the timer." points to the Start and Clear buttons; and "Automatically begins ticking when the first key is pressed." points to the Auto Start checkbox.

Typing Functions:

- Save – saves the current lesson and returns to the list of lessons
- Mark Completed – saves the current lesson and adds a *Complete* date
- Print – opens the print dialog for printing the current lesson
- Cancel – cancels all edits and returns to the list of lessons

Installing the Software

The Candle server software can be installed on Windows, Linux, or Mac computers. The clients connect to the server using a browser such as Chrome. Web access is not required. All that is needed is a network connection (cable or Wi-Fi) from the client computers to the server. The server computer can also be used as one of the client computers. All Candle information is stored on the server. Candle also works just fine on a single computer.

Additional Software – Candle also installs with PostgreSQL as a database provider.

System Requirements

Server

Most modern desktop computers have plenty of power to run the Candle server software. In general, if the computer runs your other software well, running Candle shouldn't be a problem. We recommend at least 4GB of RAM for Windows 10.

Client

We recommend using Candle Client for connecting to the Candle Server. However, we also support all Chromium based browsers. These include Chrome, Chromium, and the new Microsoft Edge. A more detailed list can be seen below.

Browser Support

Browsers	Gradebook	Reports	Health	Typing	General
Edge	✓	✓	✓	✓	✓
Chromium	✓	✓	✓	✓	✓
Chrome	✓	✓	✓	✓	✓
Firefox	✓		✓	✓	
Opera	✓	✓	✓	✓	✓
Edge (legacy)	x	x	✓	x	x
Internet Explorer	x	x	x		x
Safari (Mac)	✓	✓	✓	x	



Candle

Academic Suite

Module Pricing

All licenses are subscription based per user per school term.

Modules	Teacher	Board Member	Student
Grade Book	\$20	\$20*	NA
Rosters	\$10*	\$10*	NA
Typing	NA	NA	\$10
Health	Free†	Free†	NA

* Free with the purchase of any other module

† Free for the first year while in Beta Testing

Each unexpired subscription license provides access to:

- All Version Upgrades
- Bug Fixes
- Basic Support

Non-subscription licenses are available at four times the subscription price and do not include any of the subscription benefits.

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