

USING FILEMAKER 6- PC

Filemaker Pro is located in the Programs folder of you Start menu.

Remember that your students do not have Filemaker Pro, so use it to create a database for your professional use only. The Webopedia defines a database as a collection of information organized in such a way that a computer program can quickly select desired pieces of data. You can think of a database as an electronic filing system. Traditional databases are organized by fields, records, and files. A field is a single piece of information; a record is one complete set of fields; and a file is a collection of records. For example, a telephone book is analogous to a file. It contains a list of records, each of which consists of three fields: name, address, and telephone number.

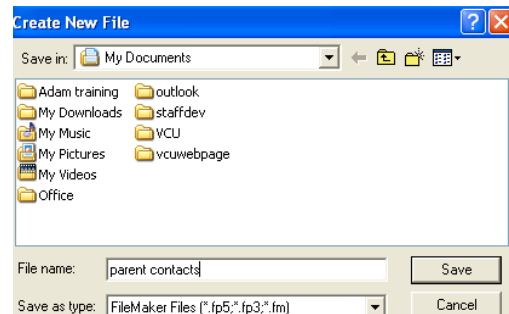
You will be creating a database to keep track of parental contacts. You can use your database to sort by student and quickly access other contacts made to parents, dates, times, and any notes you have made from your former communications. You could also use a database to keep track of supplies, orders from vendors, names and addresses, and many other things. The process to create a database is the same: the fields are just named differently. As you become more familiar with databases, you will find that the more information that you enter in the database initially, the more useful it will become to you.

CREATING A DATABASE

1. Open FileMaker. Select **CREATE A NEW EMPTY FILE** and click OK.

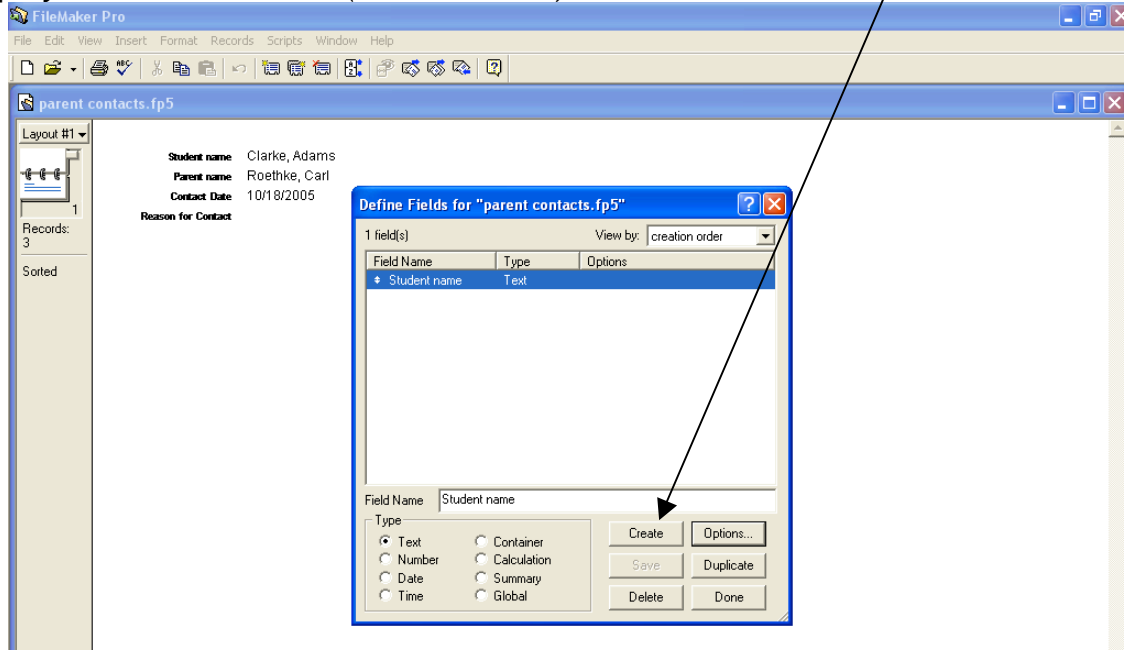


2. Name your file parental contacts and navigate to your documents folder. **SAVE** your file. Leave the .fp5 at the end of your file name. It identifies it as a FileMaker file. You will be taken to a screen where you will define the fields for your database.

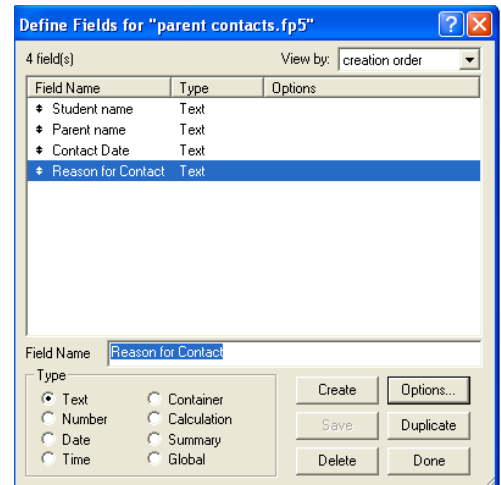


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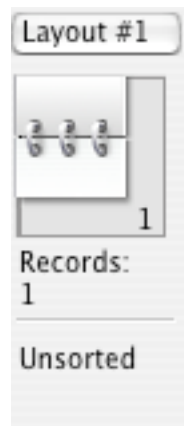
- Type your first field name (*student name*) and click **CREATE**.



- The field will be created at the top of the screen. The field name you just typed remains in the **FIELD NAME** box. When you get ready to add the next field, just type, and the first field name you typed will be replaced with the second field name. Click **CREATE**. Continue to type field names and click create until you have finished creating fields.
- Create the following fields: Student Name, Parent Name, Contact Date, Reason for Contact. When you have finished, Click the **DONE** button.
 - You can change the field name by clicking on it (ex.- contact date below), retyping the field name, and clicking **SAVE**.



- You are taken to the screen where you can enter your first contact information. Since you want to be able to sort this information, enter your student and parent names in the following format: last name, first name. Your other option



student name Roethke, Carl
parent name Roethke, Madeline
contact date 10/12/2004
reason for contact ?

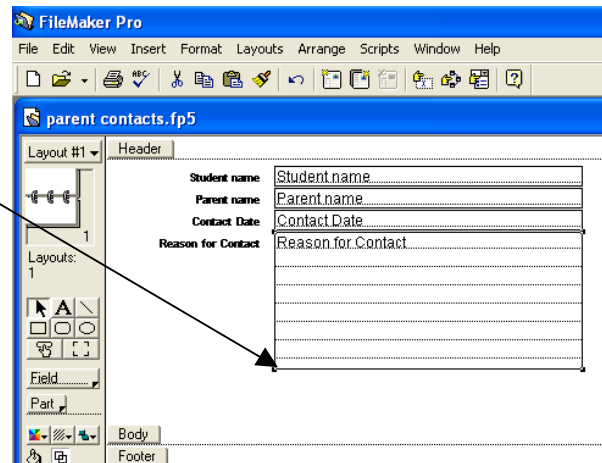
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would be to enter two field names- student last name and student first name. For this project, it's just easier to enter your names last name, first name. Enter all the information for your first record. If you type more in the textbox than the size of the textbox, you will see a question mark.



student name Roethke, Carl
parent name Roethke, Madeline
contact date 10/12/2004
reason for contact ?

- To resize your textbox, go to **VIEW>LAYOUT MODE**. Drag the lower left-hand corner down and to the right to make the box larger.



- Now go back to **VIEW>BROWSE MODE** and you will be able to see everything you typed.

- To enter a new record, go to **RECORDS>NEW RECORD** or click **CTRL+N**. As you continue to create records, you will see the numbers on the card file at the side of the screen. To navigate from one record to another, click on the card file.



- Enter all of your information. After you enter your information (and you can add new information at any time), you can view or sort your information in a number of different ways. To view your information as a table, go to the **VIEW** menu and select **VIEW AS TABLE**.

Student name	Parent name	Contact Date	Reason for Contact
Roethke, Carl	Roethke, Madeline	10/12/2004	throwing spitballs in
Clarke, Adams			
Clarke, Adams	Roethke, Debra	9/30/05	talking in class

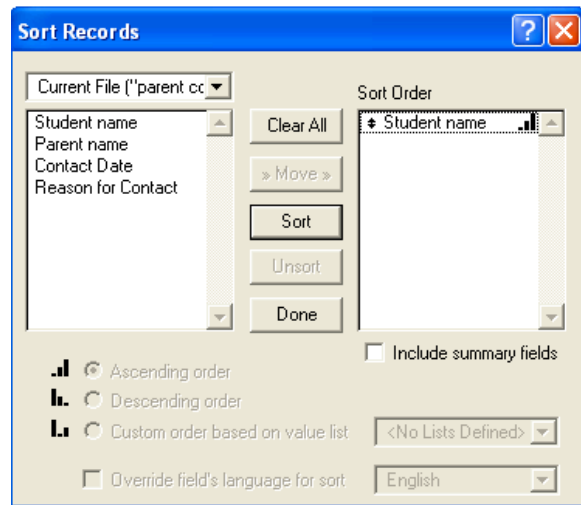
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11. If you cannot see all of the information that you need, mouse-over the vertical line between contact date and reason for contact. You will get a double-sided arrow. Click on the line and drag it to the right to extend the field.

Drag here.

Student name	Parent name	Contact Date	Reason for Contact
Roethke, Carl	Roethke, Madeline	10/12/2004	throwing spitballs in class
Clarke, Adams			
Clarke, Adams	Roethke, Debra	9/30/05	talking in class

12. To sort your records, go to **RECORDS>SORT** or click **CTRL+S**. Click on the field in the left-hand side of the screen that you would like to sort (in this case, student name) and click **MOVE** to move it to the right-hand side (**SORT ORDER**) of the screen. Click **SORT**.



13. Your data is sorted by student name. Now you are able to tell parents each date that child had a problem and what happened. You could also add parent contact date and results to your database, so you could tell them exactly when you called and the results of that call. You choose the parameters of your sort by the fields you select.

Student name	Parent Name	Contact Date	Reason for Contact
Clarke, Adams	Roethke, Carl	10/1/05	throwing spit balls in class
Clarke, Adams	Roethke, Carl	11/12/05	talking back to teacher
Clarke, Adams	Roethke, Debra	11/12/05	pda
Clarke, Branch	Roethke, Carl	11/05/2005	talking in class; won't stay in seat
Maddux, Jennifer	Roethke, Debra	10/25/2005	singing in class

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14. If you decide that you need to add a field, make changes, etc., go to **FILE>DEFINE FIELDS**, and make any changes you need to make. For instance, you may want to add a field that contains the parent's phone number. Go to **FILE>DEFINE FIELDS**, and type phone number. Click **CREATE** and then **DONE**. You can also change the arrangement of fields by clicking on the double arrows and dragging fields to a different position.

