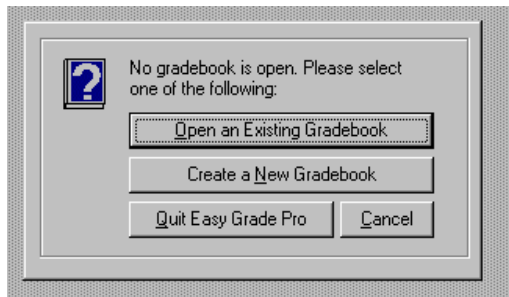


Easy Grade Pro 101

For High School

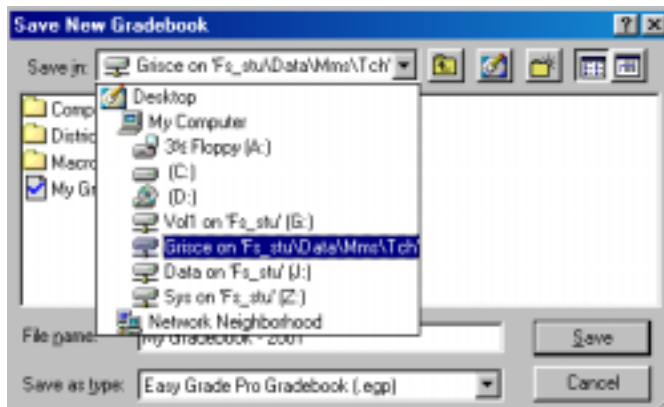
Basic Gradebook Set Up

1. Start Easy Grade Pro from the Start button (Start to Programs)
Click "Create New Gradebook" button

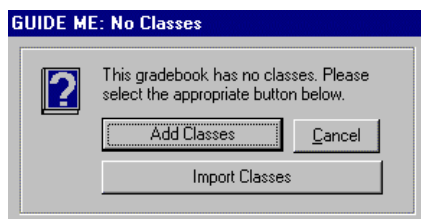


You will be prompted to save right away
"Save New Gradebook" dialog box

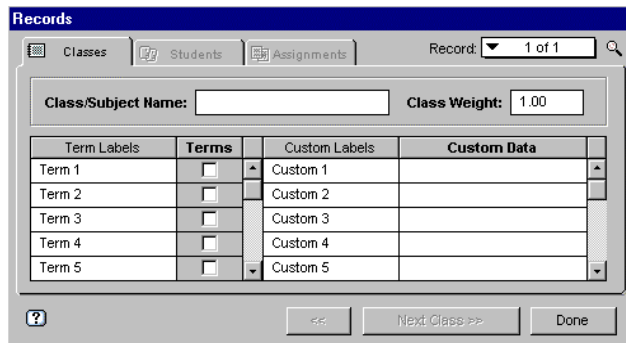
- Type name of book
- Save in your space on the network



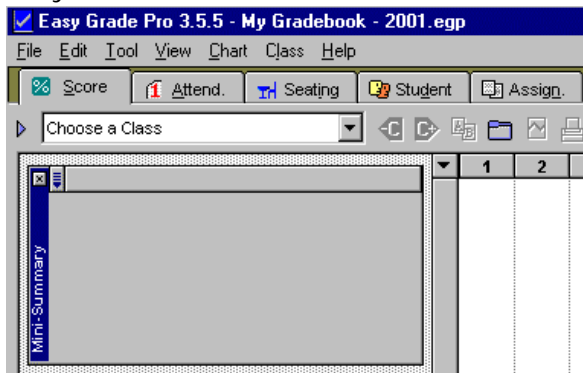
2. The Guide Me dialog box will open
 - Click "Add Classes"
3. Type name of class in class/subject box
note: class weight is usually kept at 1.0



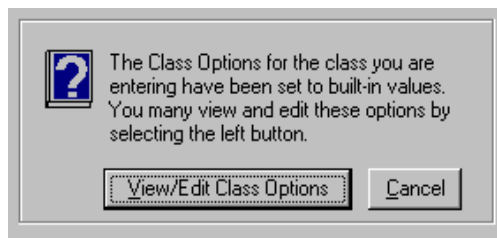
4. Rename "Term labels" if you wish and check **ALL** terms you will teach class
ex: First 6 weeks, Trimester 1
 - Changes in these term labels will apply to all classes
 - **If you will have weighted exams (final or midterm) you should set them up as a term. Rename them Midterm Exam, Final Exam, etc.**
 - "Custom 1" could be section #, etc. Data next to label will be filled out for each class if you wish.



5. Click "Next Class". Repeat process and click "Done" when all classes are added.
6. Go to "Choose a Class" drop down menu on the SCORE chart at top of your screen.

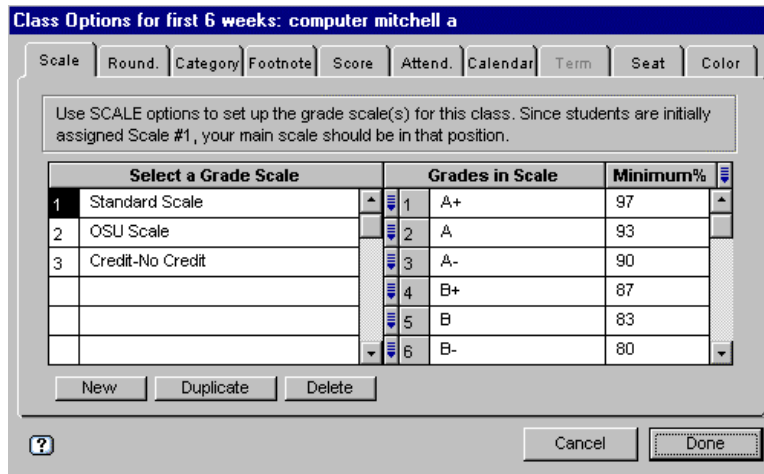


7. The Class Options box will appear. Click "View/Edit Class Options". These options are for just this class.

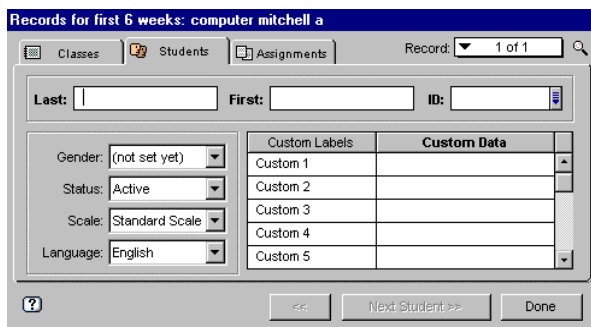


8. Check (and change) the "scale" for grades
Make sure it is same as your schools grading system (type minimum score).

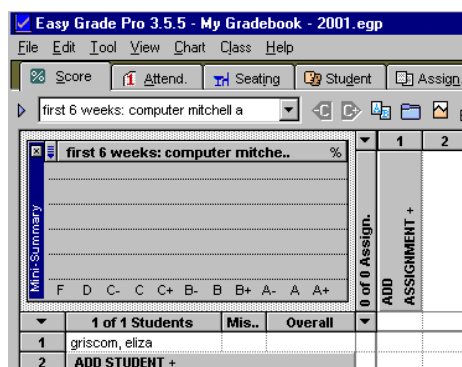
Also set your "Category" weights here: tests 50%, etc., totaling 100%. You can edit "footnotes", design own "scores", set "calendar", set categories for attendance here, etc. Click "done".



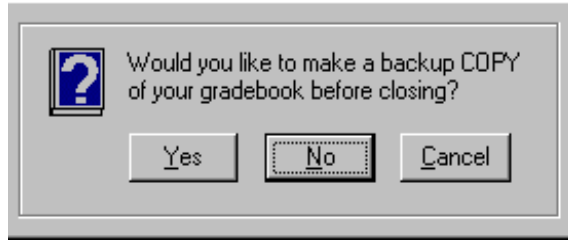
- You will be prompted to "Type student's names"
Fill in Last name, first, ID, gender, and any custom info. such as parent contact, phone #, etc, that you want to add in.
Choose "next student"



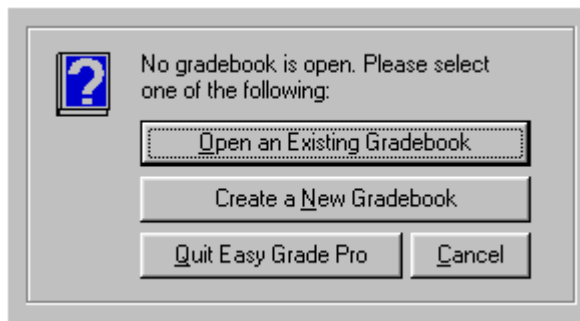
- Choose "done" when all students are entered. You can easily go back and edit these later and/or add more students whenever need be.
- Click on "add assignment"
Fill in assignment: Name, due date, weight of score (max. score and points worth when averaging)



17. Also check out the "Student tab" where you can enter other personal information such as parent contact, phone number etc.
18. The "Assignment" tab will list details of all assignments you have entered for this class.
19. Choose File, Close when done. You do not need to make "backup copy". Your gradebook is automatically saved each time you close out.



20. If you wish to make copy, I suggest you name it with the date so you know what revision it is. Otherwise you may end up with many different backup copies and get confused. I never made a backup copy and never had a problem...
21. Choose "Quit Easy Grade Pro"



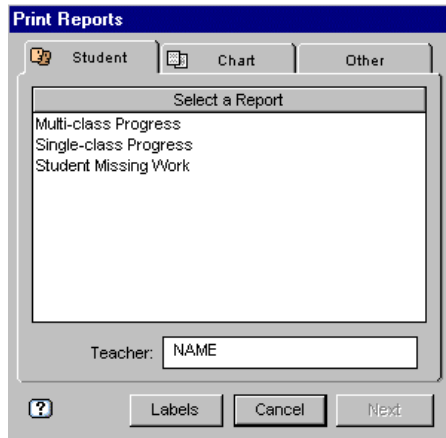
Special Note:

If you want to combine terms, do this near the end of the current term so it does not distort your data. To do this go to "Term" then to "Term Tools". Choose the "Combine Terms" options. Use the drop down arrow to select the term you want to combine with and then assign the correct weights (adding up to 100%).

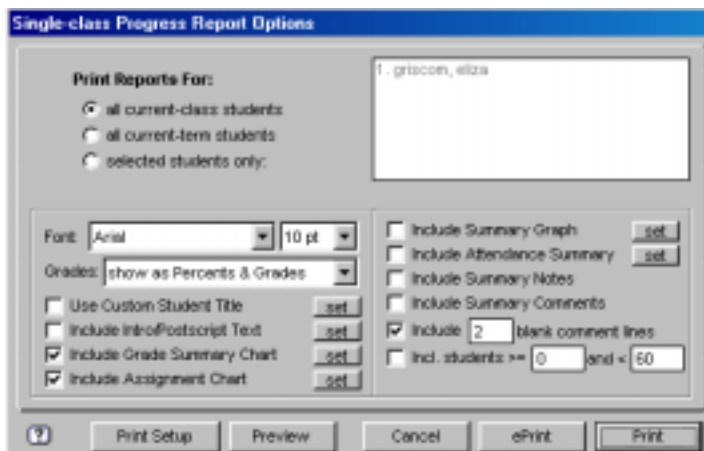
- For example, teachers at PATHS may have Term 1 = 40, Term 2= 40 and Midterm = 20 for the first half of the year (to total 100 for half year grade). Then they might redefine this near the end of the school year so that Term 1 =20, Term 2 = 20, Midterm = 10, Term 3 = 20, Term 4 = 20, and Final Exam = 10. These total 100 to average all four terms and two exams into a Final Grade.
- If you want a report to display individual terms without combining the grades, use 100% for the current and)% for others. This can always be redefined/recombined. Or just un-combine the terms to print the report.....

Printing (two options of the many)

1. Click the print tool on the toolbar or File, Print
2. Get Print reports dialog box

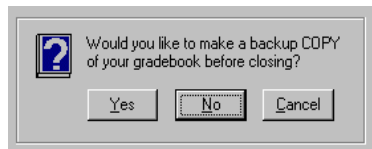


5. If you want to print each individual classes from the Print Reports dialog box, you choose the Student tab
6. Then you choose "Single-Class Progress" then "next"
7. Then you will choose either "all current-class students" or "all current term classes" and then "Preview" before you "Print" (not "eprint").



8. If you want individual student reports printed, choose "selected students only" button and then highlight the students you want to print reports for.

9. There are 19 other options to try out in this Report Options dialog box such as: including title or postscript text on report. Always do a "Preview" before printing to make sure this is the format you expect.
10. You may want to look at options under the "Other" tab on the Print Reports dialog box as well.
11. When you are done, go to "File" then "close" or click on the "X" in top right corner.
12. IT WILL AUTOMATICALLY SAVE! You do not need to make a backup copy each time.



Some of the Many Other Possibilities:

Go to Edit then to Gradebook Options and set teacher password for security.

Go to Edit and then Tool Options then Show Tool Palette. Explore all icons such as "filters tool", "summaries" tool, "add furniture" tool, etc.

Double click on "score cell" to add own footnote. (Edit to Class Options to create own footnotes).

Go to View then Sort Students.

Go to View then Filters. Explore this list or define own filters. Click on down arrow next to first student's name to choose "show all students" again

Choose Seating tab. Go to Tool then to Seat Tools. Add furniture, rotate, etc. Go to View then to Sort Seats.

Go to Chart then to Summaries. Choose Students and then the % tab to see overall summary for each student you choose, one at a time.

Click on the ? at the bottom left hand corner of ANY dialog box to get explanation of that particular feature of Easy Grade Pro. Also as your cursor hovers over a feature, look at the explanation in the task bar at the bottom of the window for explanation.

Email me with any questions or problems as they arise at:

Grisce@fc.portlandschools.org

Have fun!

Eliza