

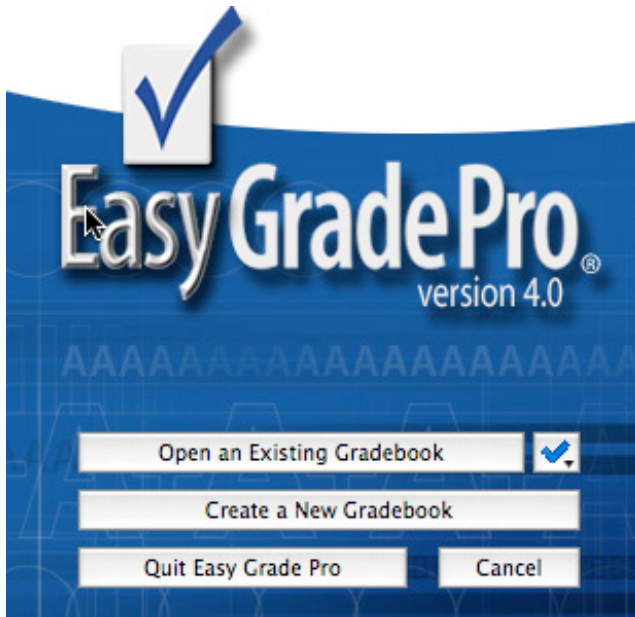


# EasyGradePro Quickstart Guide

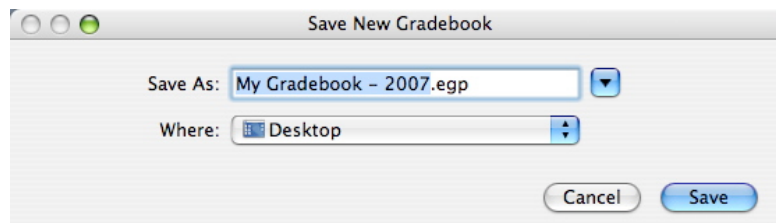


## CREATING & SETTING UP A NEW GRADEBOOK

### Opening Easy Grade Pro & Creating a New Gradebook



1. Locate the **Easy Grade Pro** icon, located on the dock or in the Easy Grade Pro folder in your hard drive. Double-click on the program icon to start the program.
2. At the opening screen of Easy Grade Pro, click on the **Create a New Gradebook** button. The **Save** window will appear.
3. With Easy Grade Pro, you save your Gradebook file when you first create it. At the **Save** window, locate the disk or folder you will be saving your file to. Type in a name for your gradebook. For example, *2007-2008 Gradebook*. Click on the **Save** button.

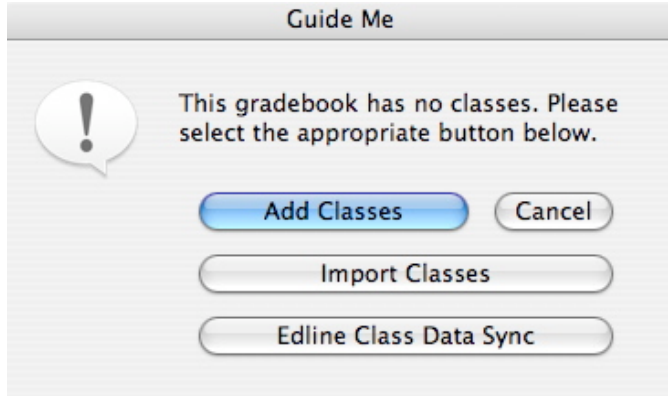


Once your Gradebook is created you can select it by clicking on the check mark.



## Adding Classes

4. Once you've created your Gradebook, the next step is to add classes. Click on the **Add Classes** button.



5. The **Records** window will appear with the **Classes** tab open. Fill in the following information:

Enter the Name of the class you are teaching.

Change the Term Labels to correspond to your school's protocol.

Check the Quarter(s) that you are teaching the class by clicking in the Terms box next to the appropriate Term Label.

Enter **Section ID** from KS Connect classlist. (KM08234-101)

Term Labels	Terms	Custom Labels	Custom Data
Q1	✓	Section ID	
Q2		Custom 2	
Q3		Custom 3	
Q4		Custom 4	
Term 5		Custom 5	
Term 6		Custom 6	
Term 7		Custom 7	
Term 8		Custom 8	

Term & Custom Labels can be customized with your own label names; highlight the default name, then type in your own label name.

6. Click on the **Next Class** button to add the next class or click on **Done** once all classes have been entered.

Note: To return to the **Add Classes** window, go to **Tool, Add, Class** or click on the Records icon in menu bar and select Classes tab.



## Setting Class Options

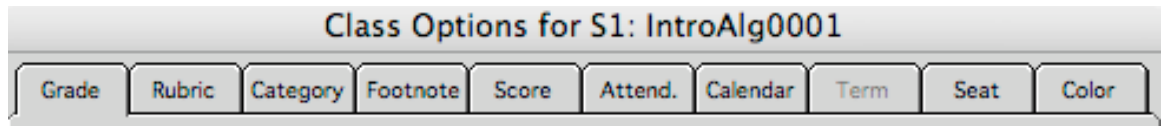
7. From the main window, click on the Term (or Quarter) to display classes. Highlight the class that you would like to set options for.



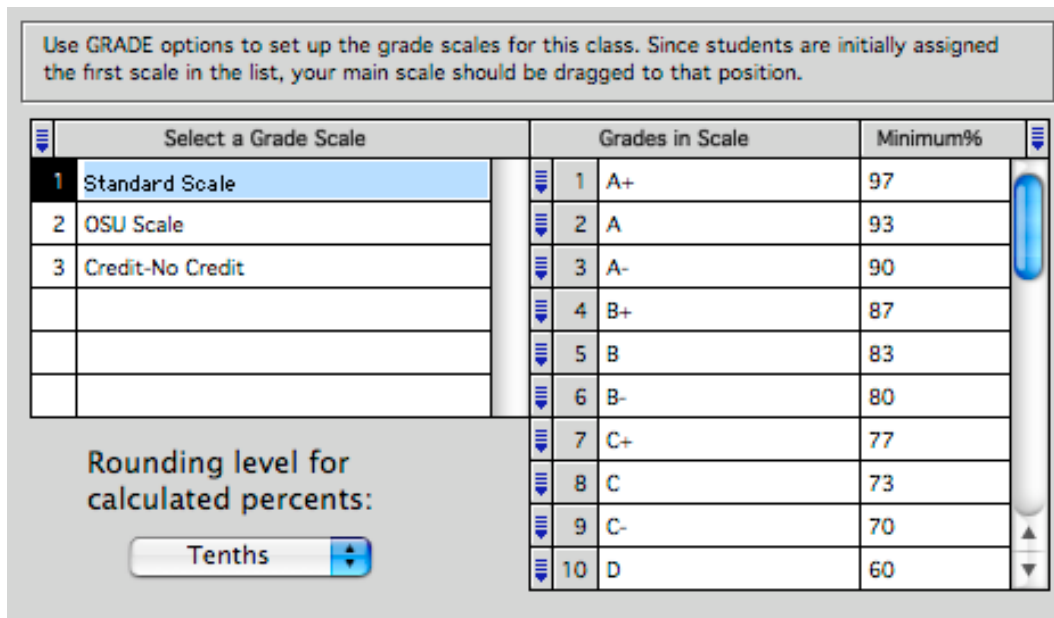
8. Click on the Class Options button. (Or from the menu bar select **Edit, Class Options**.) The Class Options window will appear.



**Options:**



**Grade:** Select the type of scale that is used to convert a student's percent to a grade and select how rounding of scores is done. Highlight Grades or Minimum % to change.



**Category:** Define up to 15 assignment categories. You can also define the weights for each category.

**Footnote:** Define up to 7 footnotes that can be attached to scores.

**Score:** Define up to 30 special scores (you create and define).

**Attend.:** Define up to 15 attendance categories.


**Calendar:** Used in conjunction with attendance option. Define days that the class meets, starting, ending dates, etc.

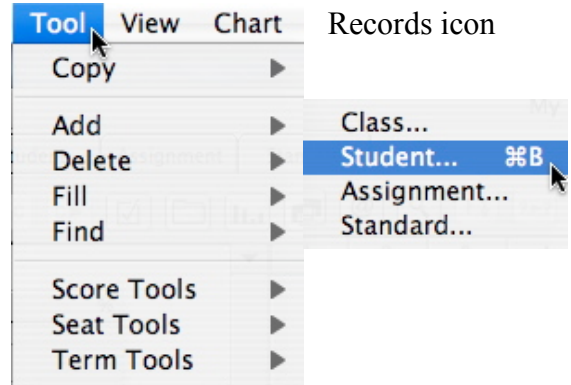
**Term:** Use this option to combine a prior term class with a current class.

**Seat:** Define a seating chart.

**Color:** Define background & grid colors of Easy Grade Pro. You can also set Score and Attendance Category colors.

## Adding Students

9. From the menu bar, select **Tool, Add, Student** or use and click on  student tab.



10. The **Add Student** window will appear. Fill in the following information:

Note: When you first set up your gradebook Student Data can be downloaded from KS Connect following KSCTeachersHandbookAug07[1].pdf guidelines.

Enter student's **Last & First** name.

Enter student's **ID #** in this field. (To automatically generate ID #s, click on the **down arrow**, then click on **Automatic ID Numbers** to enable that option.

Click on the down arrow next to each field to select one of the menu choices.

The screenshot shows the 'Records for S1: IntroAlg0001' window with the 'Students' tab selected. At the top, there are tabs for 'Classes', 'Students', 'Assignments', and 'Standards'. Below the tabs, there is a 'Record:' dropdown showing '22 of 22' and a search icon. The main form has fields for 'Last:', 'First:', and 'ID:'. Below these are 'Other Info' fields: 'Gender:' (Female), 'Status:' (Active), 'Scale:' (Standard Sc.), and 'Language:' (English). To the right is a table with 'Custom Labels' and 'Custom Data' columns. At the bottom, there are fields for 'Website Password:', 'Email Address 1:', and 'Email Address 2:'. Navigation buttons at the bottom include a help icon, '<<', 'Next Student >>', and 'Done'.

**Custom Labels** can be customized with your own label names; highlight the default name, then type in your own label name. Enter any custom labels and data for the students. For example, address, phone #, etc.

11. Click on the **Next Student** button to add the next student or click on **Done** once all students have been entered.

# DATA INPUT & OUTPUT

## Adding Assignments

ADD  
ASSIGNMENT +

1. From the main window, click on the Term (or Quarter) to display classes. Highlight the class that you would like to add an assignment to.



2. Click on the **Add Assignment** button.

3. The Assignment window will appear. Fill in the following information:

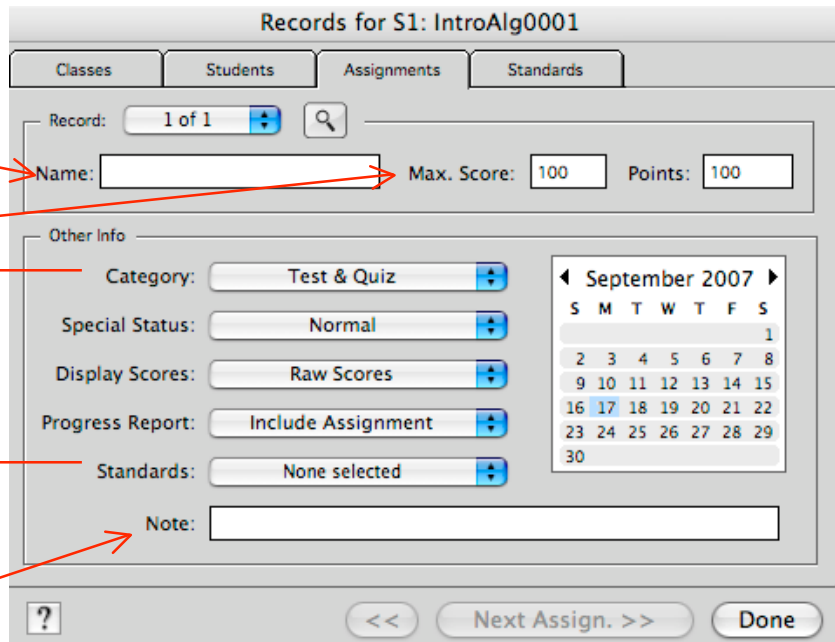
Type the assignment name.

Enter the Maximum Score & Points for the assignment.

Click on the down arrow for each **Category** to select one of the options.

Use the calendar to assign an assignment date.

Type a note regarding the assignment here. This note will appear in KS Connect.



Click on **Next Assign.** to add another assignment or **Done** to exit.

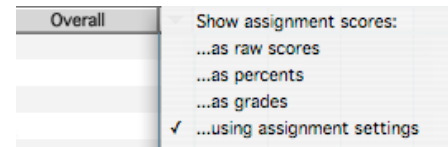
## Entering Scores

1. Click on the **Score** tab from the Main Window.



2. To enter scores, click in the box below the assignment name (adjacent to the first student name). Type in the score.

3. To select how you would like to view scores, click on the down arrow next to **Overall**. A drop down menu will appear. Select the view you would like by highlighting it.

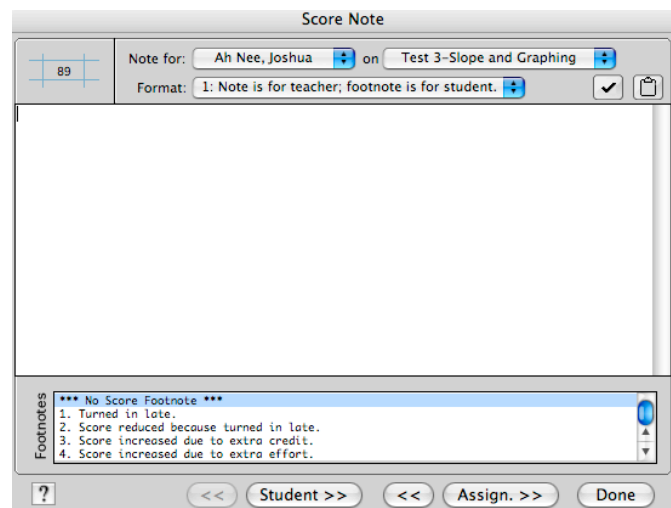


## Adding Notes and Footnotes to Scores

1. From the Score view, double-click on the score you wish to add a note or footnote to. You can also use the option key and footnote number.



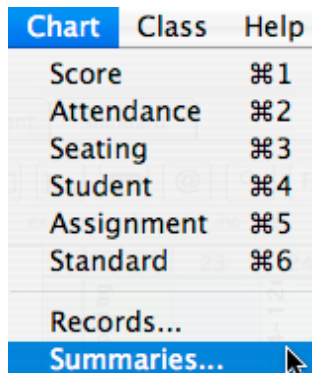
2. The **Score Note** window will appear. Click on the footnote you wish to add, or type in a note in the empty space in the middle. Click on **Done**. Footnotes can be modified by highlighting and typing text.



3. The score will display the following once a note or footnote has been attached:



## Adding Comments or Notes to Individual Student Records



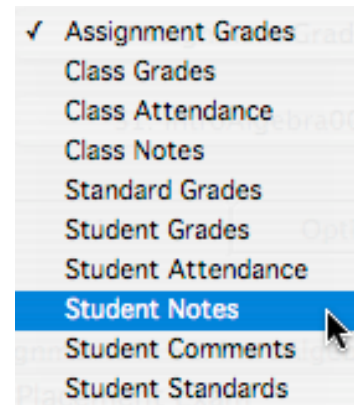
1. From the main window, click on the student you wish to add a comment to.

2. From the menu bar, select **Chart**, then **Summaries** or use icon.



3. Use pull down menu to add notes, comments, etc. as desired.

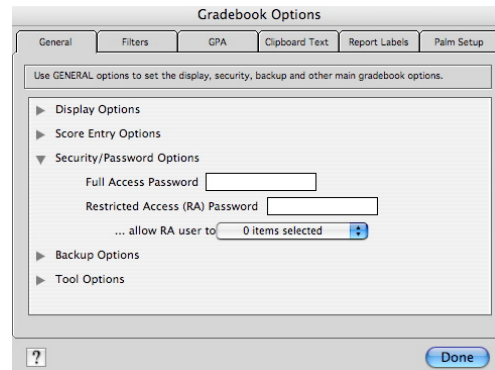
4. Click on **Done** to exit.



## Securing Your Grade Files

1. From the menu bar, select **Edit**, then **Gradebook Options**.

2. Once Security is set up, you will be prompted to type your password before you can access the grade file.



## Printing Reports

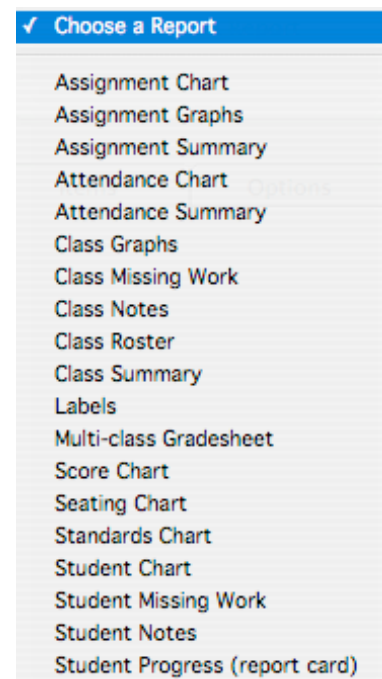
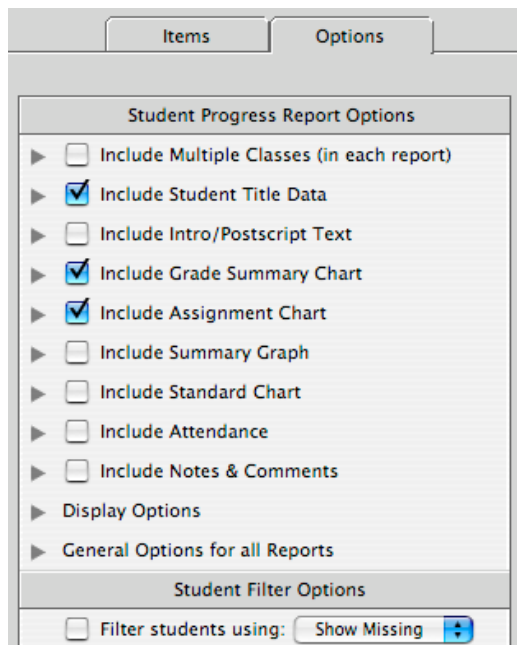
1. From the main window, select the class that you would like to print reports for.

2. From the menu bar, select **File**, then **Print** or use icon.

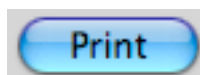


3. Choose type of report of you want to print.

4. Click on the options to select the information you would like to include in the report.



5. **Preview** of the report appears on screen. Use Page Setup as needed. Click **Print** to print the report.



## Changing to a New Term or Quarter

At the start of a new Term or Quarter be sure to check the proper Term for each of your classes.

Term Labels	Terms	Custom Labels	Custom Data
Q1	✓	Section ID	0720-0001
Q2	✓	Custom 2	
Q3		Custom 3	
Q4		Custom 4	
Term 5		Custom 5	
Term 6		Custom 6	
Term 7		Custom 7	
Term 8		Custom 8	

To add students to the new quarter classes go to select the class from the Class Menu.

To add students click on Copy Students from the PRIOR TERM. Repeat for each class in new term.

To copy Class Options click on **Tool, Copy, Class Options...** Select a Prior Term Class to Copy FROM and a New Term class to Copy TO. Select the Class Options you want to copy. Apple + Shift will allow you to select multiple Options and Classes. (Calendar Options will need to be set for the New Term.)

If you need help try the Help feature.



# Easy Grade Pro Help

