



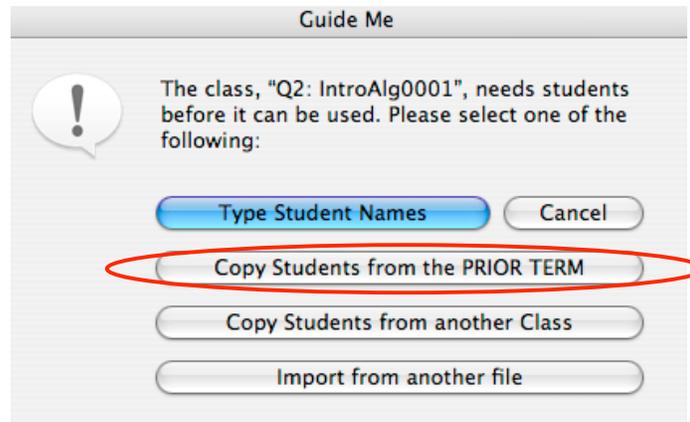
## iCan Cafe - EPG Features

### Setting up a New Quarter

1. Select class from classlist.



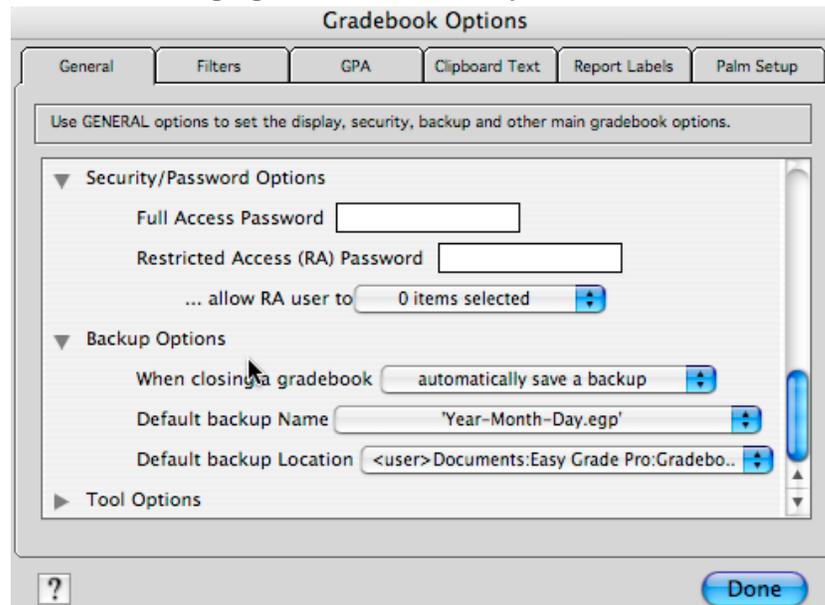
2. From Guide Me window select Copy Students from the PRIOR TERM.



3. Repeat for each class in the New Quarter.
4. Copy Gradebook Options from Prior Quarter (except for Calendar which will need to be customized for the New Quarter).

### Backup Options

Anyone who has used a computer for long knows that computers are susceptible to all sorts of problems. Problems may be inevitable but their damaging effects can be minimized if one has a good backup plan in place. A good plan requires multiple, regular backups. Easy Grade Pro's backup options make this easy:



**When closing a gradebook...** do not save a backup, prompt to save a backup or automatically save a backup. We recommend that you select the third option so that a backup is made every time you close it.

**Default backup Name...** 'Year-Month-Day.egp', 'Day of Month.egp' and 'Day of Week.egp'. With these options, you'd get gradebook names like 2006-11-06.egp, 6.egp and Monday.egp respectively. So which is best? The first option offers the greatest security but it will also result in the greatest number of backups by the end of the school year because you'll end each day with a unique backup that will never get replaced by the backup made on another day. With the second option, the backup made on the sixth day of the month will get replaced by the backup made on the sixth day of the next month. And, with the third plan, the backup made on Wednesday of this week will get replaced by the one made next Wednesday. If you have the space on your hard drive, server or flash drive, we recommend the first option.

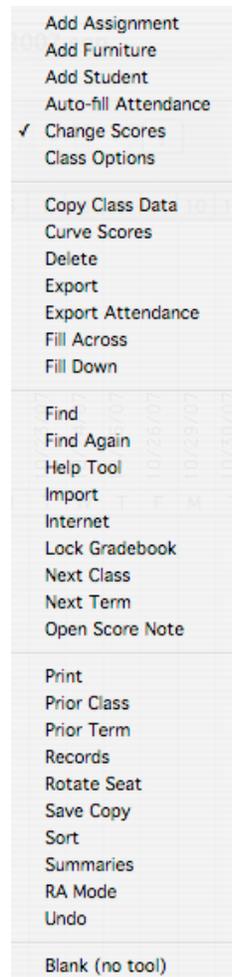
**Default backup Location...** You can choose to have the backup saved automatically to a Gradebook Backups folder in your Documents folder, on your Desktop or to a location of your choice. For the greatest security, we recommend the third option if you can set the save location to a server or to a flash drive that you can store at another location when you aren't using Easy Grade Pro.

## Customizing Icons

The icons that appear next to the classlist can be customized.



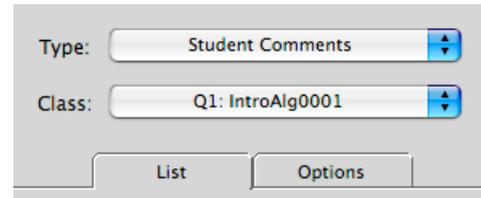
Click and hold on the icon you want to change and then select the option you want from the list.



## Summaries

The Summaries window can be a tremendous aid in your efforts to identify and meet the needs of your students. Its multiple views with graphs, charts, calendars, notes and comments can help you understand your students' strengths, weaknesses and changes in performance over time. The Summaries window also is the place to go to enter notes about a class or a student and to enter report card comments.

1. Use the Type menu at the top-left corner of the window to choose among the different types of summaries.
2. Use the Class menu to switch to any class in any term. Since you can freely switch classes, this is very useful when comparing performance across sections of the same course and across terms of the same class.
3. Depending on the type of summary being viewed, the list under the List tab will display students, assignments, standards or classes. Use this list to switch to the desired item.
4. A variety of options can be found under the Options tab that allow you to control the display and function of the summary.

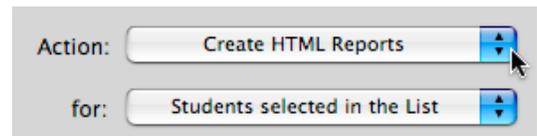


## Creating HTML Reports

You can create student reports in HTML format for viewing on your own computer. These can be useful when conferencing with others about student performance.

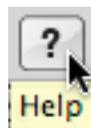
### To create student HTML reports:

1. Choose Email/Internet from the File menu or use the Internet tool to open the Email/Internet window.
2. From the Action menu, select Create HTML Reports.
3. From the for menu, select the students. If you select the last item, be sure to select one or more students from the list below the List tab.
4. Set options under the Options tab.
5. Click the Create button. Follow the prompts to create a folder on your desktop. You may wish to name it something like Student Reports. Easy Grade Pro will create a folder inside it with student reports for each class.
6. Quit Easy Grade Pro and view the reports using your web browser. Find the folder you created, open it and double-click on any report page. If it doesn't open, open your web browser, choose Open from the File menu, then navigate to the report and open it. Attach the HTML Report to an e-mail to any person who requests a Student Progress Report.



## Help!

If you need help try the Help feature.



**Easy Grade Pro Help**