

Easy Grade Pro Quickstart Guide

Revised 2 June 2004

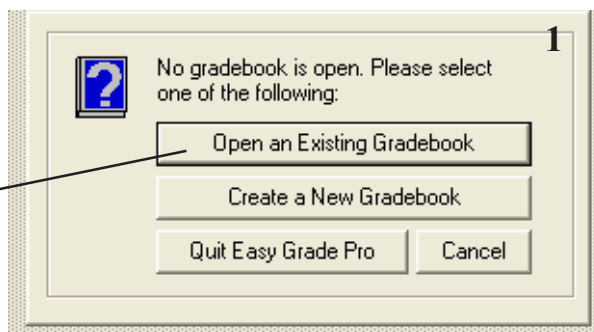
Contents

I.	Starting Easy Grade Pro	1
A.	Naming and Saving New Grade Book	1
B.	Importing Classes	2-3
II.	Attendance, Seating, Assignments and Grades	
A.	Setting Up the Calendar	3
B.	Arranging the Seating Chart	4
C.	Assignments & Grades	4
D.	Grades (Work Habits, Citizenship and Comments)	5
III.	Final Reports	
A.	Exporting Grades for Counseling Office	5
B.	Printing Score (Grade) Charts	6-7
IV.	Creating Your Own Template	7
	Changing Grading Scale and Curve, Blank Scores, Hiding Withdrawn Students	8
V.	Tools	9
	Copying data (attendance dates, assignments, etc.) to other classes	10

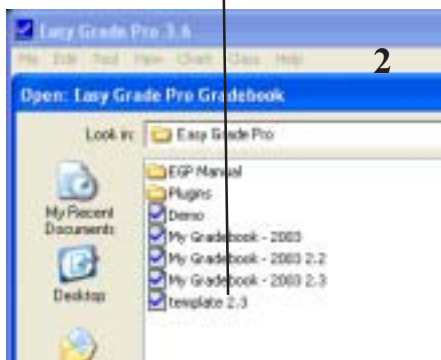
I. Starting Easy Grade Pro

(you need the bubbler disk from the counseling office)

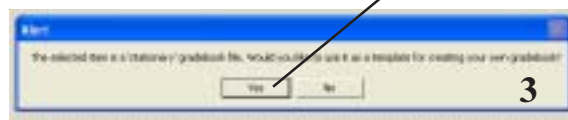
1. Open **Easy Grade Pro**. Select **Open an Existing Gradebook**. This is because you will use a template that makes sure the grades, attendance and comments export correctly.



2. Select the **template 2.3**.



3. You will get an **Alert**. Click **Yes**.



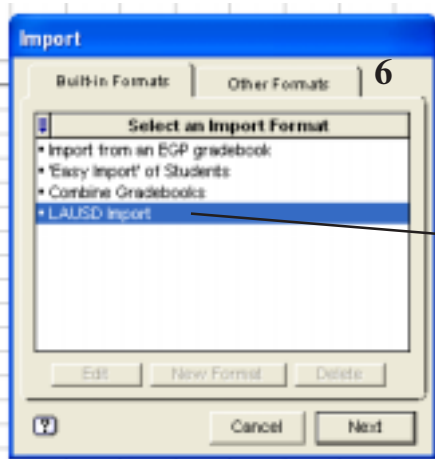
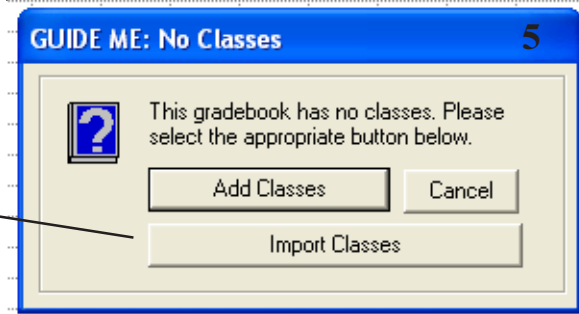
I. A. Naming and Saving a New Gradebook

4. Select the directory you want to save your gradebook files in (default is Easy Grade Pro, you may use your network folder for access anywhere on campus, My Documents if there is no Deepfreeze or Thawspace if there is). Type the **File name** you want to use for the Gradebook.



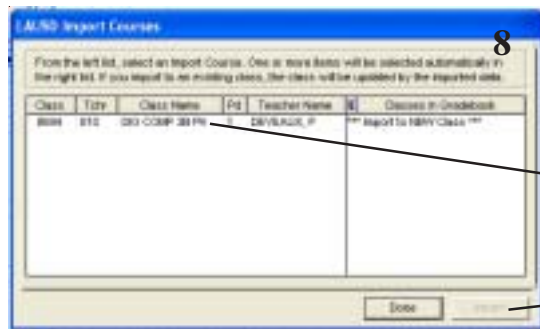
I. B. Importing Classes

5. The **Add Classes** dialog box opens. Insert your Bubbler diskette in the floppy drive, then click **Import Classes**.



6. The Import dialog box opens. Click on **LAUSD Import**.

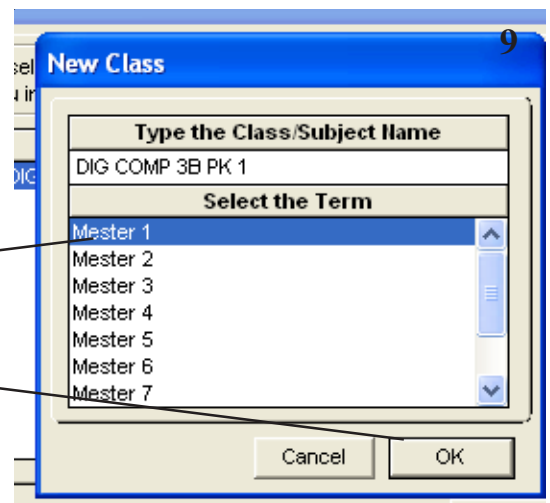
7. The **Open LAUSD classes.txt file** may open (if not skip to 8). Select the floppy drive. Then click on the file name **classes** (may be classes.txt). The file name will appear in the **File name** box, then click **Open**.

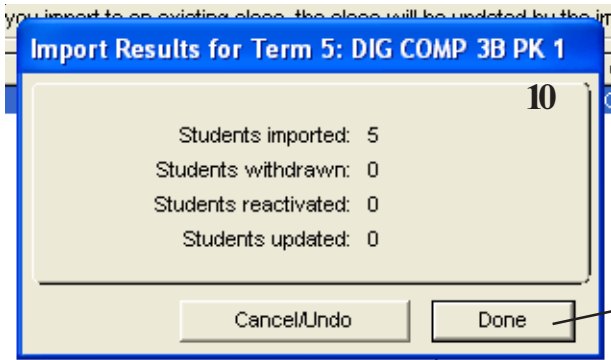


8. The **Import Course** dialog box opens. Click on the course (they are imported one at a time) you want to import. Then click **Import**.

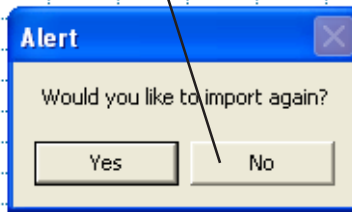
Note: Multiple roll sheets for the same period must be kept in separate classes.

9. Select the appropriate **Term** (Mester). Click **OK**.





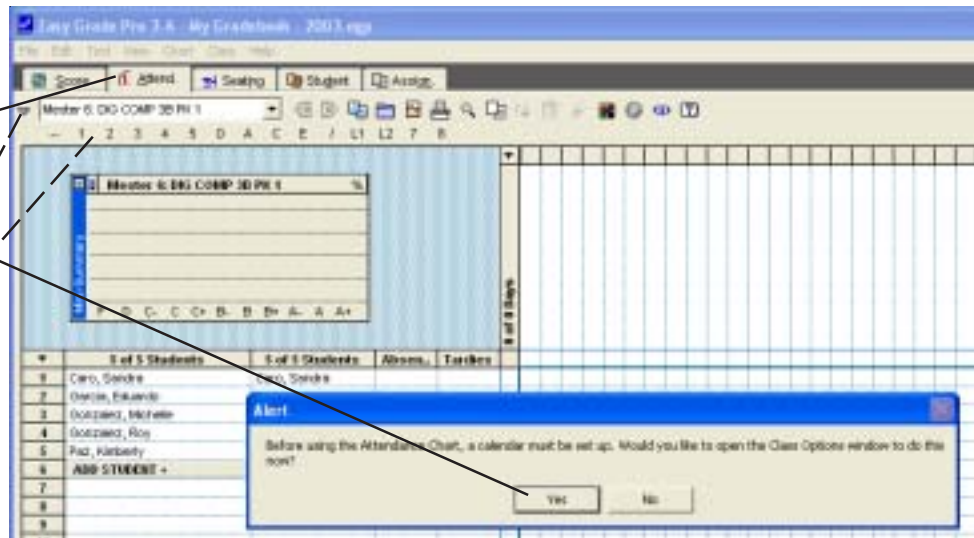
10. Click **Done** on the **Import Results** dialog box. Repeat until you've imported all of your classes, then **No** on the **Import Again** dialog when you've finished.



II. A. Setting Up the Calendar

11. Click on the **Score** tab, then click on the **Attendance** tab, then click yes to set up calendar.

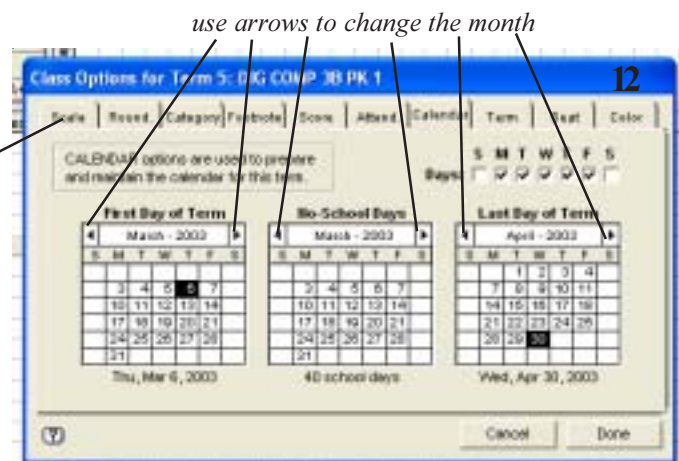
Note: If you click on the down arrow to the left of the class you get buttons to enter attendance (or grades, etc., depending on the tab you selected)



11

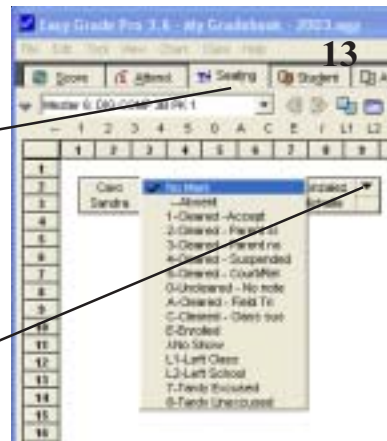
12. On the **left calendar** indicate the first day of the term. On the **middle calendar** you indicate any holidays. On the **right calendar** indicate the last day of the term.

Click on the other tabs to change grading **Scales**, **Category** (or create your own), and other tabs. All changes of these settings can be saved as a personal template (see page 7).



II. B. Arranging the Seating Chart

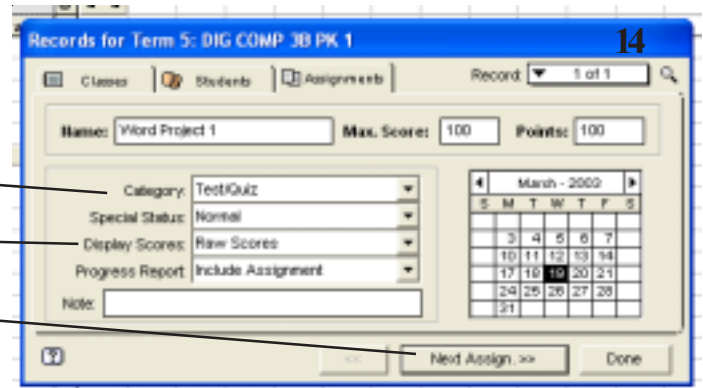
13. Click on the **Seating** tab. You will see the students arranged in rows. You can click and drag on each student and arrange them to reflect your class. This is also the easiest place to do attendance. Note the pull downs when you click on the arrow next to the name. (see Page 9 for adding furniture to your seating chart).



II. C. Assignments & Grades

14. Now click on the **Assignments** tab. Enter the name, scores, etc. Note the **Category**, etc., and the **Display Scores** (Raw, %, etc.). Also click the date the assignment is given or due on the calendar. Click **Next Assign** or **Done**.

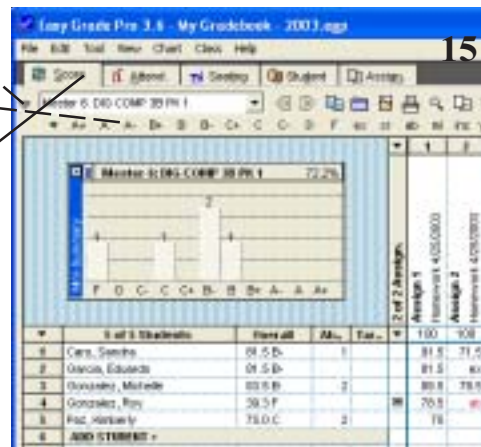
Note: You can select class options (see #12, page 3) to modify categories, etc.



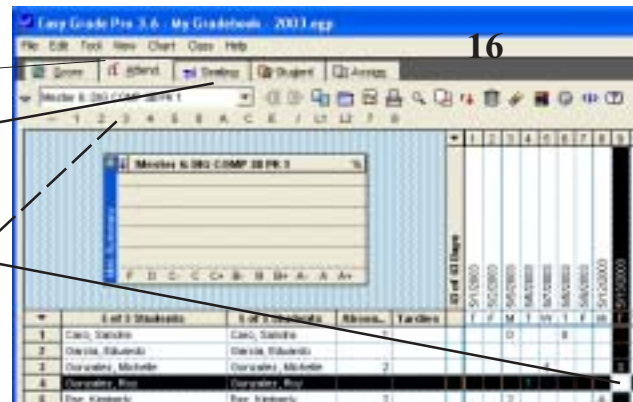
Note: If you click on the down arrow to the left of the class you get buttons to enter attendance (or grades, etc., depending on the tab you selected)

15. To enter grades click on the **Score** tab. Type grades under the appropriate assignment.

Note: Blanks are not counted as zeroes. See page 8 for changing all blanks to 0s before turning in or computing grades.

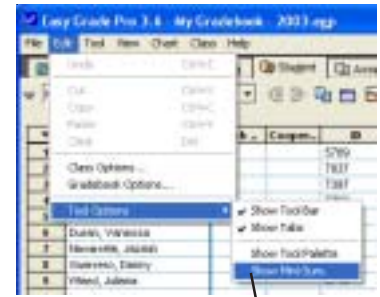
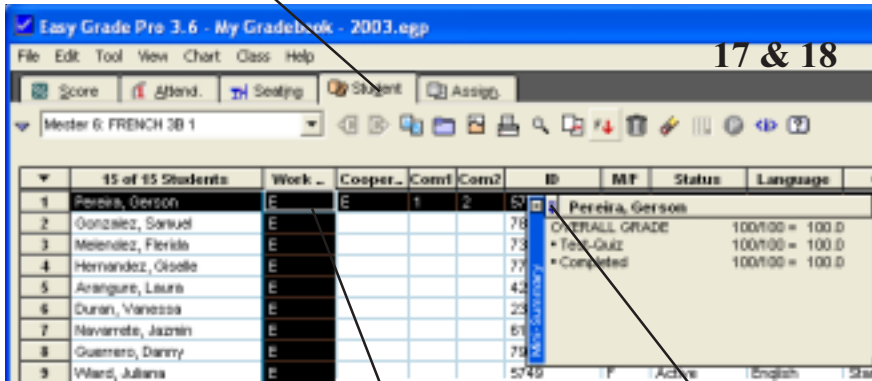


16. To take or enter attendance you can click on the **Attendance** tab and type in the codes, use the **Seating Chart** (click on the **Seating** tab) and use the pull downs (see Fig. 13, above), or select the date to enter an attendance mark then click on the appropriate button.



II. D. Grades (Work Habits, Citizenship and Comments)

17. To view student data, or enter **Work Habits**, **Citizenship**, and **Comments** for grades, click on the **Student** tab.



18. Enter (*upper case required*) **Work Habits (WH)**, **Citizenship (Ci)**, and **Comments (Co)** for grades. To see student grades as you enter **WH**, **Ci** and **Co**, go to **Edit, Tool Options, Show Min-Sum**. To see overall grades click on the **blue arrow** next to the students name and select **Student Grades**. Scroll to the right using the scroll bar at the bottom of the page to see other student data.

Defaults

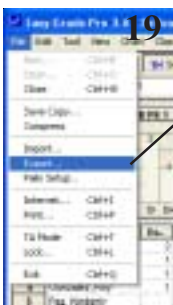
To use this feature you must first sort the students based on overall grades. Go to **View, Sort Students, by Average**. Now click on the first student. Enter the **WH, Ci, Co, Coments 1** and **2** for that student. Click on the **WH** for that student and click **Fill Down**. Repeat for **Ci, Co**, and the **Comments**. Click on the next student until you reach the next grade with different defaults and repeat.



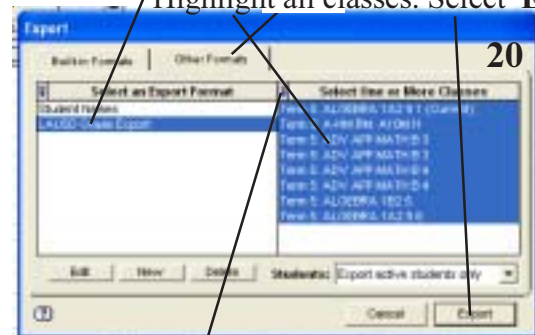
Note: If you have new students, it is crucial that you enter the Student ID (the class code, the other piece of crucial information for the export, is automatically associated with the class).

Exporting Grades for Counseling Office

19. When you are ready to turn in your grades click on **File, Export**.

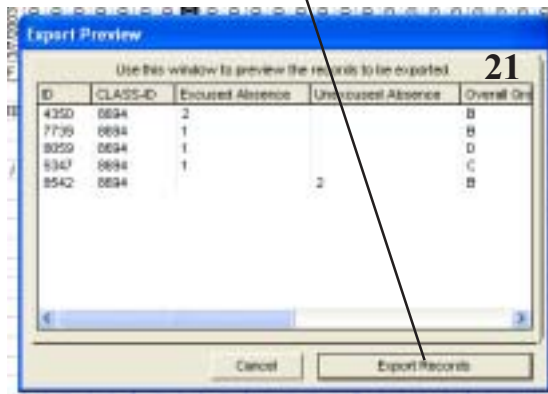


20. When the **Export** dialog box opens click on the **Other Formats** tab, select **LAUSD Grade Export**. Highlight all classes. Select **Export**.

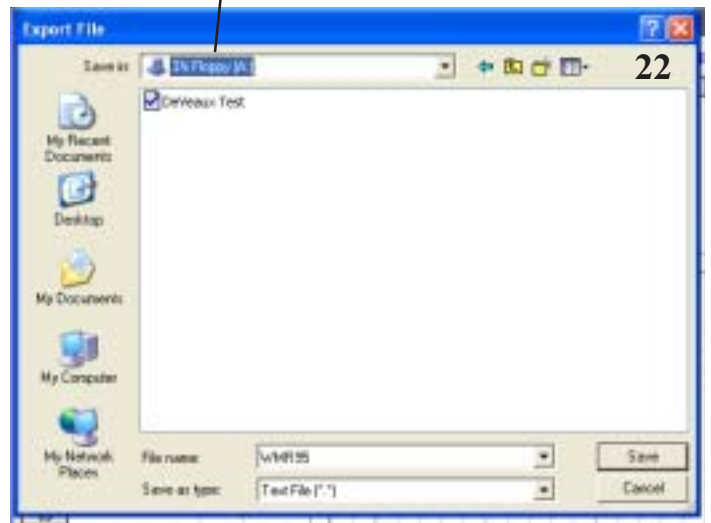


Note: You can click on the blue down arrow and then select all classes. This also applies to other pages where you are selecting all students, etc.

21. The **Export Preview** dialog box opens. Click on **Export Records**.



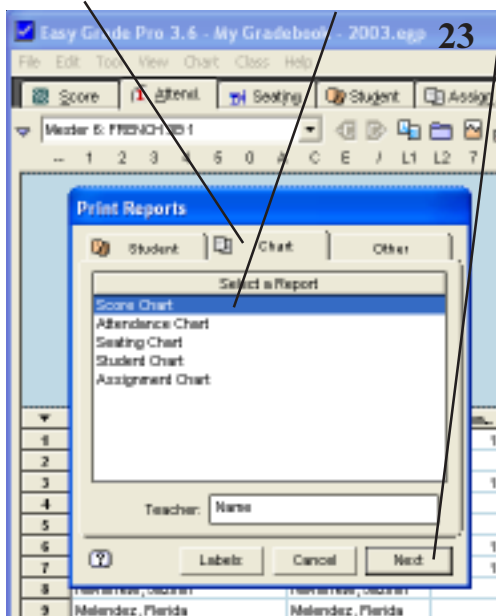
22. The **Export File** dialog box opens. Select the **floppy drive** and click **Save**. Done!



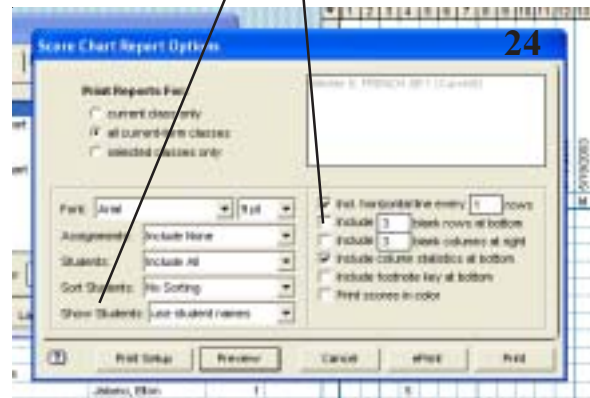
Note: Do not change the file name.

III. B. Printing Score Charts (Verification Rosters)

23. To print the **Score Chart** to turn in with your diskette go to **File, Print**, select the **Charts** tab, **Score Chart**, then **Next**.



24. Select **all current-term classes**, include none for assignments (note option to use student ids at **Show Students**, and option to **include blank rows** for checks, etc.) then select **Preview** or **Print**.



25. Preview

25

SCOREBOOK

Gradebook High School
SECTION: 1-4555544-14233
Title: 06-2007

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	Connor, Katha	428	100	B	36														
2	Wen, Colen	412	100	B	36														
3	Caspi, Brandon	381	98	B	36														
4	Blum, Ash	395	98	B	36														
5	Walters, Henry	484	98	B	36														
6	Podgorski, Brian	385	98	B	36														
7	Reese, John	368	98	B	36														
8	Arnold, James	280	98	B	36														
9	Reilly, David	388	98	B	36														
10	Flanagan, John	287	98	B	36														
11	Truett, Brian	388	98	B	36														
12	Luigi, John	414	98	B	36														
13	Frank, Anthony	368	98	B	36														
14	Wicks, John	387	98	B	36														
15	Baker, Alan	368	98	B	36														
16	Burr, Brandon	388	98	B	36														
17	Evans, Joseph	418	98	B	36														
18	Shawn, Michael	282	98	B	36														
19	Frank, Brian	378	98	B	36														
20	Hughes, Michael	379	98	B	36														
21	Standa, Brian	287	98	B	36														
22	Blank																		
23	Age																		
24	Age %		100																
25	GP Avg		10.1																
26	Avg		100																
27	Std		102																

V. Creating Your Own Template

26. The charts are printed just as you arrange them. You can click in the columns and move them in the **Scores** tab (you can not enter information there--see #15 page 4), or click on the column header (name of the column) in the **Student** tab (see page 5, #17 and 18).

a. When you click on the column header on the **Score** tab, you are given the option to delete the column, add a new column or specify the information displayed in the column. This also determines what information is printed in the Chart for that tab item (see the **Score Chart** in #25, for instance).

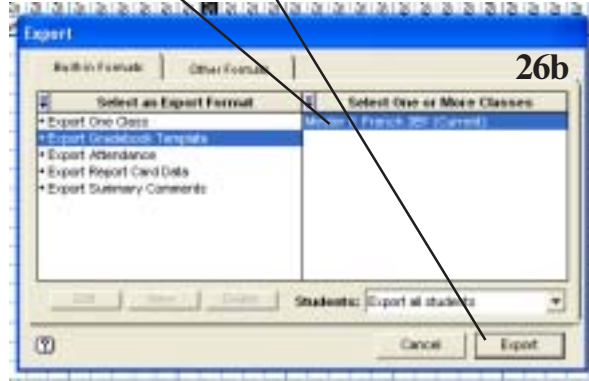
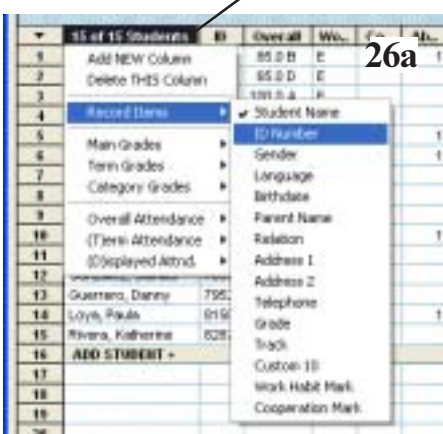
This information and any changes you have made to the **Class Options** (page 8 and 9) or **Gradebook Options** (page 10) as well as any settings you have selected when printing **Student** info, **Charts** or **Other** will be saved when you create a template.

b. After you have made the desired changes go to **File, Export** then click on **Export Gradebook Template**. This will incorporate your changes to the existing gradebook (template 2.3). Click **Export**.

27. The default name is **template** (you can, of course expand on this or create your own name) and you can save it anywhere. Just remember in order to use the template you must open it as **An Existing Gradebook** when you first create a gradebook (see #1 and 2, page 1).

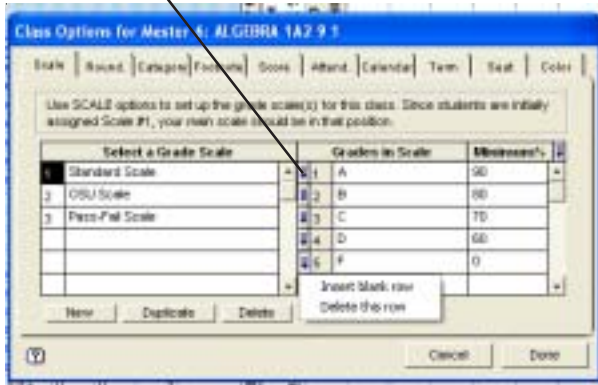


26a



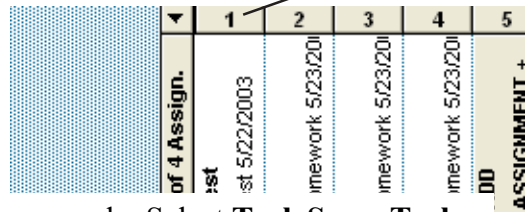
28. Changing the Grading Scale (**Edit, Class Options, Scale tab**)

To delete rows with + and - click on blue down arrow, then change Minimum %

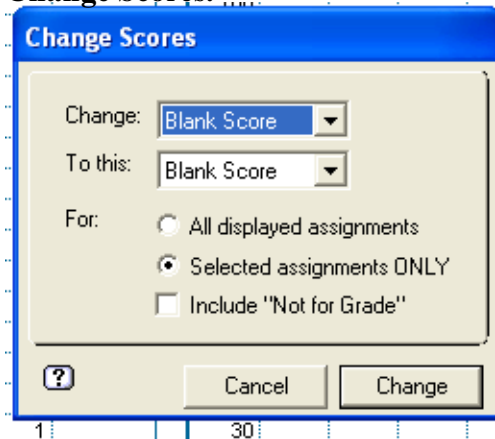


29. Changing Blank Scores to 0. (Easy Grade Pro does not count blanks as a zero score).

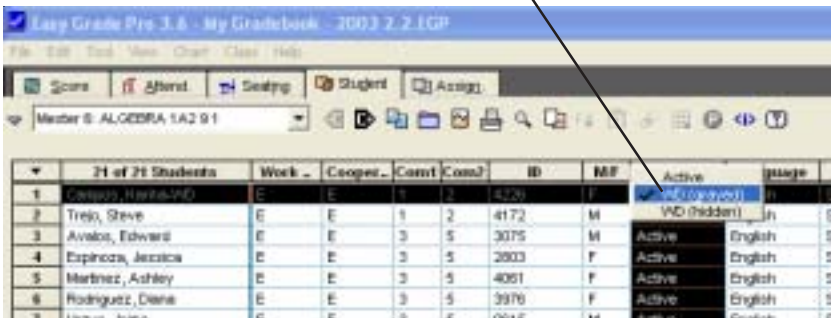
a. Click on **Score** tab. Highlight assignments to change (click on numbers and drag)



b. Select **Tool, Score Tools, Change Scores.**

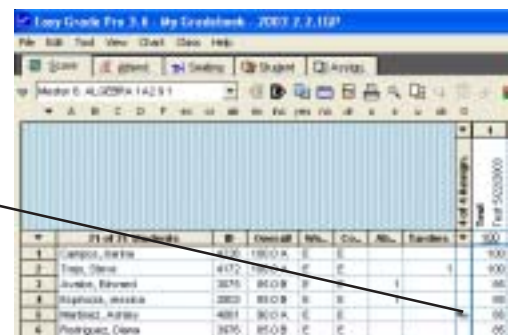
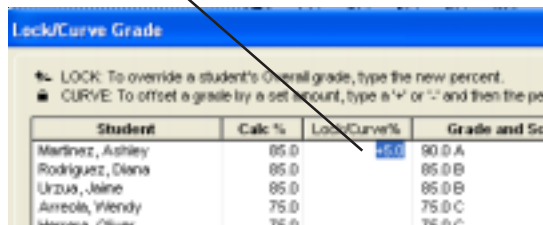


30. Hiding withdrawn students (do not delete students that withdraw). **Students** tab, **Status** column, click in cell for withdrawn student.



31. Changing the curve for selected students. Click in the cell for the student next to the first assignment ("4 of 4 assignments).

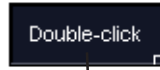
Type a + or - and the % you want to increase the student's grade by, then click done.



Pages 9 and 10 are designed to familiarize you with some of the features of Easy Grade Pro. Please explore, click on all tabs and menus. Space is left to take notes. There is a detailed manual installed in the EGP folder on your computer (C:/Program Files/Orbis Software/Easy Grade Pro). It is also on the network at **Network Neighborhood/Sghsadmin/Grading/Easy Grade Pro/EGP User Manual**. You can copy and save the manual on your machine--it's 144 pages, please don't print it, save a tree!

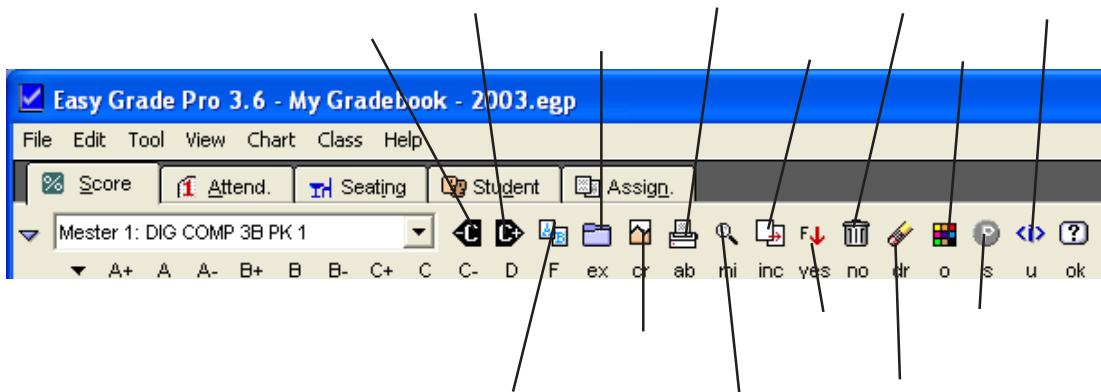
V. Tools

To add furniture to your seating chart (teacher's desk, work tables, etc.), click on **Tool, Seat Tools, Add Furniture**.



The rectangle above will appear on the seating chart. Double-click it.

The **Furniture Options** box will appear. You can change color, give the item a name, make it circular, rotate it, etc. /

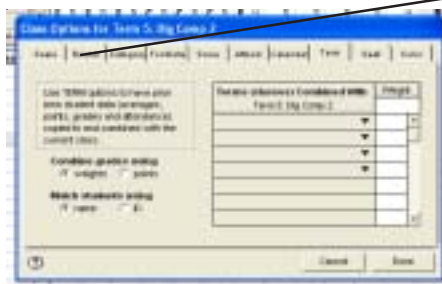


 *previous or next class*

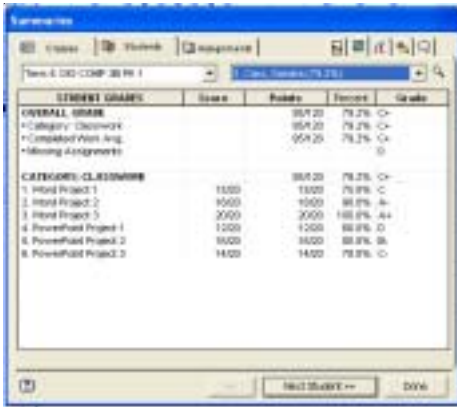
 *view records*

 *class options*

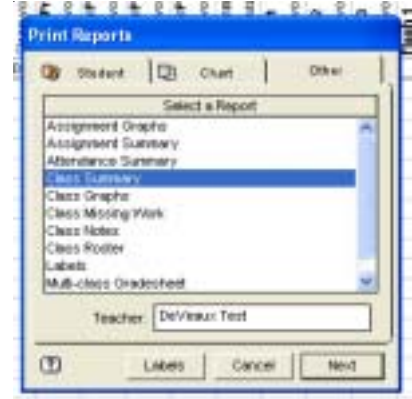
click on various tabs to see more options or records



 summaries




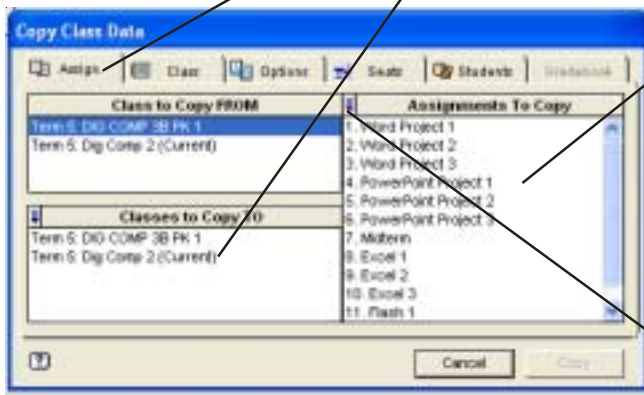
 print reports




 find


(you must click on correct tab and a class with data for that tab to see information that can be copied to other classes, select the data you want to copy, then select all the classes you want to copy to)

 copy class data



 fill down

 trash (clear/delete)

 erase (clear/delete)

 color (presets)

Note: If you click on the blue down arrow to the left of the Assignments to Copy you get an option--depending on the context--to select all or deselect all).

 gradebook options



 internet reports

