

Step-by-Step

Adding Assignments in Easy Grade Pro

You can add assignments to your gradebook by typing, by copying them from another class, or by importing from another gradebook. In this Step-by-Step Card, you'll add assignments, then copy and delete them.

Adding assignments

- 1** Open the Easy Grade Pro application.
- 2** Open an existing gradebook.
- 3** Within the score chart, choose the class and term from the pop-up menu that you would like to add assignments to.
- 4** Click the Add Assignment button on the tool palette.



TIP: If the Add Assignment button is not on the tool palette, see the Step-by-Step Card “Setting Gradebook Options in Easy Grade Pro.”

- 5** Type the assignment name and press Tab.
- 6** Type the assignment's maximum score and press Tab.
- 7** Type the assignment's points and press Tab.
- 8** Select the assignment's due date in the calendar field.
- 9** Select the assignment's category.
- 10** Choose the Special Status of the assignment.
- 11** Select the Display Scores option.
- 12** Choose the Progress Report option.
- 13** Click the “Next Assign. >>” button to add another assignment, or click Done if you are finished.

Copying assignments

- 1 Click the Copy Class Data button on the tool palette.



- 2 Click the “Assign.” tab.
- 3 Select the class to copy the assignments from, from the “Class to Copy FROM” list.
The assignments for that class appear in the adjacent window.
- 4 Select the class to copy the assignments to, from the “Class to Copy TO” list.
- 5 Select the assignments you want to copy, then click the Copy button.

Deleting assignments

- 1 Choose the class and term from the pop-up menu that you would like to delete assignments from.
- 2 Choose Delete Assignment from the Tool menu located at the top of your screen.



- 3 Select the assignment(s) to be deleted from the Delete Records dialog box. Click Delete.
A dialog box appears asking you if you want to delete the selected assignments.
- 4 Click Yes.
- 5 Quit the Easy Grade Pro application.