

Step-by-Step

Entering Scores in Easy Grade Pro

There are many different ways to enter scores. You can type grades, click and fill them in, and use the Change Score tool. You'll enter scores using different methods in this Step-by-Step Card and then add notes to scores.

Entering scores by typing

- 1 Open the Easy Grade Pro application.
- 2 Open an existing gradebook.
- 3 Choose the class and term from the pop-up menu that you would like to enter scores.



- 4 Select the Score tab.
- 5 Click the score cell for the first student and assignment you want to enter.
The first student's row and the assignment's column are selected.
- 6 Type the student's score and press Return.

TIP: To move to any student, press the Control key and the first letter of the student's last name as it appears on the chart. Repeat this to move to the next name with the same letter. To repeat a score from the previous cell, press the = key. To delete a score, press the Delete key.

Entering scores by clicking

You can enter scores by clicking the Grade and Special Score tools located on the toolbar or the tool palette.

TIP: If the Grade and Special Score tools are not on the toolbar or the tool palette, see the Step-by-Step Card “Setting Gradebook Options in Easy Grade Pro” to add those tools.

- 1** From the pop-up menu at the top of the window, choose the class and term that you would like to enter grades.
- 2** Select the Score tab.
- 3** Choose Tool Options from the Edit menu; then choose Show Tool Palette from the submenu.

If the Grade tools are not visible on the tool palette, click the inverted triangle to the left of the class menu. For more information, see the Step-by Step Card “Setting Gradebook Options in Easy Grade Pro.”

- 4** Click the score cell for the first student and assignment you want to enter.
- 5** Click the grade for the selected student for that assignment, then press Return.

A raw score is entered into the cell based on the value of the grade that was clicked.

Entering scores directly from students’ papers

You can enter scores directly from students’ papers regardless of the assignment or class.

- 1** Click the Find tool on the tool palette to open the Find dialog box.



- 2** Choose “by Name” from the pop-up menu.
- 3** Click Use Continuous Search Mode; then click Exit.
- 4** Enter the scores.

After each score is entered, this dialog box reappears.

- 5** Click to select “Search all Current-term classes” if you are entering scores for more than one class.
- 6** Click Exit.
- 7** Select the score cell for the first paper.
- 8** Enter the score.

After you press Return, the Find dialog box opens again.

- 9** Type a few letters of the last name from the next paper in the Text box.
A name appears in the Text box.
- 10** Click Find if this is the correct student. If this is not the correct student, type in more letters of the last name.
You move to the student's row and the score cell is selected.
- 11** When you are finished, return to the Find dialog box and deselect Use Continuous Search Mode.
Click Exit.

Adding notes to scores

- 1** Double-click a student's score cell to add a note to the assignment.
- 2** Choose the student, the assignment, and the note format from the pop-up menus at the top of the Score Note window.

In the upper-left corner of the window there is a sample score cell. This shows you how the score cell will reflect the type of note you have selected.
- 3** Type your note in the text box below the menu items.
- 4** To add a footnote, select one from the lower portion of the window.
- 5** When you're done, quit the Easy Grade Pro application.