

Step-by-Step

Setting Up a New Gradebook With Easy Grade Pro

With Easy Grade Pro you can create an electronic gradebook where you can store student attendance, assignment, and grade data for all of your classes. Once the class information had been entered, it can be sorted and manipulated in a variety of ways, to provide you with specific information. In this Step-by-Step Card, you'll set up such a gradebook.

Creating a gradebook

- 1** Open the Easy Grade Pro application.
- 2** Click "Create a New Gradebook."
- 3** Type the name of your gradebook, then click Save.

Adding classes

- 1** In the dialog box that appears, click Add Classes.
The Records dialog box appears.
- 2** Type in the name of the class in the Class/Subject Name field.
- 3** Click in the blank Terms field to select all the terms that you will be teaching that class.
TIP: Select "Term 1" to edit the term label, and repeat this step if necessary.
- 4** Click Next Class to add more classes.
Repeat Steps 1–4 if necessary.
- 5** Click Done when you are finished adding classes.

Setting class options

- 1 Choose a class to edit from the Class pop-up menu.



In the dialog box that appears, click View/Edit Class Options.

TIP: You can also open this dialog box by clicking the Class Options tool on the tool palette.



Grade scale options

- 1 Click the Scale tab.
- 2 Select the numbered grade scale that you would like to use for this class.

Category

In this dialog box you can determine what type of work will be graded and how it will be weighted.

- 1 Click the Category tab.
- 2 Click Yes to use category weights.
- 3 Type 50 in the Weights column for the Test&Quiz Category.

For this class, test scores will now be weighted 50% of the student's grade.

- 4 Adjust the percentages for the other categories.

The total weight of all categories must add up to 100%.

Calendar

- 1 Click the Calendar tab.
- 2 Select the first day of the term in the "First Day of Term" calendar.
The date is highlighted and appears beneath the calendar.
- 3 Select the days that you are not in school in the No-School Days calendar.
The days are highlighted.
- 4 Select the last day of the term in the "Last Day of Term" calendar.

The date is highlighted and appears beneath the calendar. Notice that the total number of holidays appears under the No-School Days calendar.

- 5 Click Done when you are finished. After you click Done, you are prompted to add students to the class. Click Cancel. You will add students later.

Copying options information to other classes

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



TIP: If you don't know what the names of the tools are, choose Show Balloons from the Help menu. When you place the pointer on the tool icon, a balloon appears that tells you the name of the tool and its function. To turn off balloon help, choose Hide Balloons from the Help menu.

- 2 Select the Options tab.
- 3 In the list at the upper-left of the dialog box, select the class to copy from.
- 4 In the list at the lower-left of the dialog box, select the class to copy to.
- 5 Select the options you want to copy to from the Class Options to Copy List, then click Copy.
- 6 When the confirmation window dialog box appears, click Yes.
- 7 When you're done, quit the Easy Grade Pro application.