

Step-by-Step

Using Student Summaries in Easy Grade Pro

There are three basic categories of summaries you can generate in Easy Grade Pro: individual student performance, class performance, and performance on a specific assignment. Within these three categories the results can be viewed in a variety of ways including as graphs, scores, attendance, notes, or comments. This Step-by-Step Card shows you how to create student summaries. The Demo Gradebook found in the Easy Gradebook Pro folder is used in these steps.

- 1 Double-click the Demo Gradebook icon in the Easy Gradebook Pro folder.

The Demo Gradebook opens.

- 2 Choose Tool Options from the Edit menu; then choose Show Tool Palette from the submenu.
- 3 Click the Summaries tool in the tool palette.



The Summaries dialog box appears.

- 4 Click the Students tab in the Summaries dialog box.

Viewing information in a graph

- 1 Choose Quarter 1: Reading from the pop-up menu on the left.
- 2 Choose student Roger Taylor from the pop-up menu on the right.
- 3 Click the Graph tab in the Summaries dialog box.



From this dialog box you can select any student from any class and view his or her performance in different categories for a particular class.

- 4 Click Graph Options at the bottom of the Summaries dialog box.

From here you can select what information you want to view and print for each student. Click when completed.

Viewing grades

- 1 Click the Scores tab in the Summaries dialog box.



From here you can view Roger's scores for all the classes he has taken. The assignments are sorted by category.

Viewing attendance data

- 1 Click the Attendance tab on the right side of the Summaries dialog box.



This window displays Roger's attendance data, which is listed by category.

Viewing notes

- 1 Click the Notes tab in the Summaries dialog box.



There is already a note regarding Roger's living situation. Notes written here can be included in reports or just used as reminders.

Viewing comments

- 1 Click the Comments tab in the Summaries dialog box.



Any notes or comments you write here are attached to progress reports and grade files. In the lower part of the dialog box are prewritten comments.

- 2 Click comment #3. Notice that it is added to the Student Comments List, with Roger's name.
- 3 Click the small blue arrow above the list of comments.



- 4 Select Edit Comments.
- 5 Scroll down to an empty line, then click it.
- 6 Type your own comment, then click Done.

TIP: To insert the student's first name use the ^ symbol (Shift-6).

- 7** Click your new comment to add it to Roger's record.
- 8** Quit the Easy Grade Pro application.