

Step-by-Step

Setting Gradebook Options in Easy Grade Pro

Setting gradebook options in Easy Grade Pro ensures that you have access to all the features you need and that your grades are confidential. In this Step-by-Step Card, you'll customize the tool palette and set security options.

Customizing the tool palette

- 1** Open the Easy Grade Pro application.
- 2** Choose Tool Options from the Edit menu; then choose Show Tool Palette from the submenu.
- 3** Position the pointer on one of the tools on the tool palette and hold down the mouse button.
A pop-up menu appears.
- 4** Drag the tools that you want to appear on the tool palette onto the tool palette.

Security

The security options allow you to create separate preferences and passwords.

- 1** Choose Gradebook Options from the Edit menu.
- 2** Click the Security tab.
- 3** Click Set Teacher Password.
- 4** Type your password; then press Tab.
- 5** Retype the same password to confirm.
- 6** Click Set TA Password.
- 7** Type the TA's password; then press Tab.
- 8** Retype the same password to confirm it. Click Done.
- 9** Quit the Easy Grade Pro application when you're done setting options.