



Overview

Easy Grade Pro is an electronic grade book program that allows you to record, store and report student data in the most flexible yet user friendly way that we have yet seen. It is a powerful program, yet easy to use. Gunn High School has purchased a site license to this product and you can get a disk from RC-1 to install on your computer. You must enter the correct codes, so make sure you get a slip of paper with codes on it from RC-1.

Easy Grade Demo

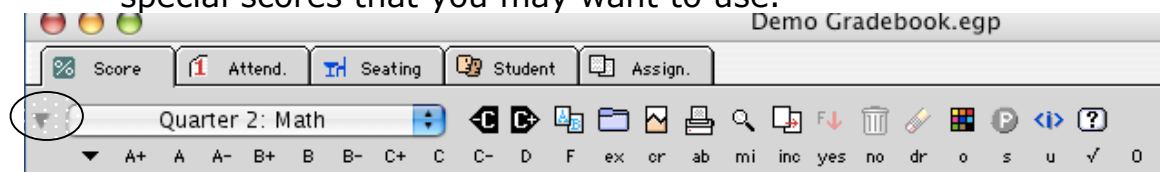
(These features will be demonstrated using the demo class located in applications/Easy Grade Pro/Demo Gradebook

Navigation

- Class menu
- Charts score, attendance, seating , student assignments
- +C and -C tools
- Filters (little triangles at the corners of the charts)



Entering Scores

1. Navigate to the class you want and then click on the triangle next to the class menu. So that it points down. It shows or hides a row of special scores that you may want to use.



2. Click the "add assignment" button after the last assignment or choos it from the tool menu.
3. Fill in the information requested about this assingment and click done.
4. Type in scores or choose them from the special scores.

5. Short Cuts!

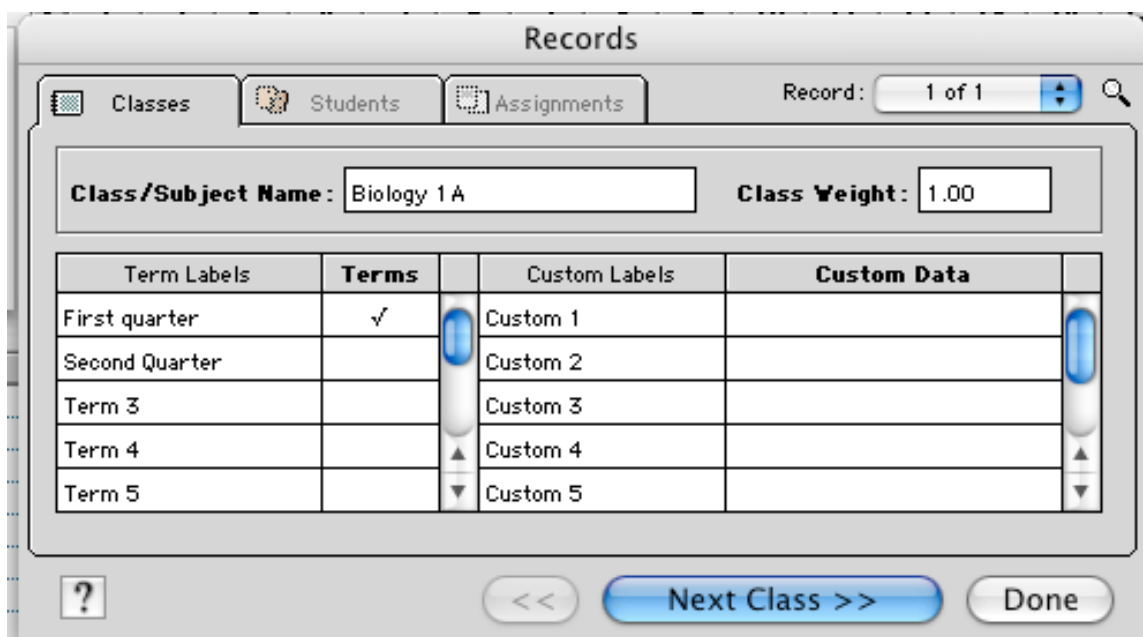
Fill down tool,  Undo tool , Find tool 

Continuous Search mode: Click on the find tool and click the "continuous search" box. Type in the first letters of the first name, click find.

Setting up a New Gradebook

When you open Easy Grade Pro it will ask you if you want to open a new gradebook, so choose "Create New Gradebook" Each teacher needs only one gradebook. Classes within this gradebook are treated separately.

1. Open Easy Grade Pro
2. Choose "Create New Gradebook"
3. Browse to a place to save the gradebook (note: all changes are automatically saved as you make them. Only save a back-up copy at the end of a session)
4. Choose "Add Classes"
5. Enter the title of your class (maybe the block too)
6. Ignore the weight, all our classes are 100%
7. In the term label box, edit the term label as you wish. You can have semesters, terms, quarters, whatever.
8. Click the box next to the term that you are currently in. It will become a check.
9. If you click "Next Class" you can set up another class in the same gradebook.



Term Labels	Terms	Custom Labels	Custom Data
First quarter	✓	Custom 1	
Second Quarter		Custom 2	
Term 3		Custom 3	
Term 4		Custom 4	
Term 5		Custom 5	

Now you will be prompted to set the options up for your class. You can click done and do this later by pulling down "Class Options" from the tools menu or you can set it now.

Finally, you will be prompted to put students in your classes. You can type all of the names, or, you can wait until the second week of school and wait for a text file that will include the names of all of your students. We don't usually send this out until the second week because of class changes. If you need it earlier, contact the technology office.

Gradebook and Class Options

Gradebook options set the options that will appear for all of your classes such as your preferred fonts, a teacher password etc. Class options are for a particular class and include items like grade scale, color, footnotes etc.

Let's Click the buttons to tour the options.....

Paper reports

1. Click the print tool from the tool bar or choose print from the file menu.
2. From the student tab choose single-class progress
3. Set the options from the menus.
4. Click "Preview" when you are done/
5. If it looks right, print it!

Internet Reports

To post your grades on the internet you must have space on a web server. We suggest that you use pelican, the district secure server for this purpose although any web server will work. Instructions for posting and setting options through easy grade pro are included in a separate hand out and there will be another training on this later in the school year.