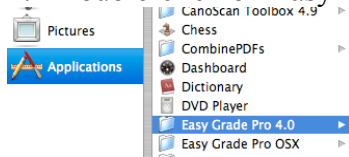



Easy Grade Pro 4.0.1 OSX

First Six Weeks Procedure

I. Adding Easy Grade Pro to the Dock

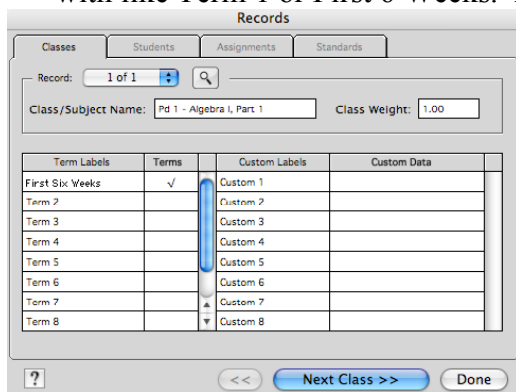
1. Login
2. Click on the smiling face in the dock
3. Click on Applications menu located in the left column
4. Double-click on Easy Grade Pro 4.0 folder



5. Drag the Easy Grade Pro icon to your dock  Easy Grade Pro 4.0.1

II. Adding classes to a new grade book

1. Click on the Easy Grade Pro icon in your dock
2. Click on Create a New Gradebook
3. Save as your last name and then year. (E.G. perkins2007.egp)
4. Click Add Classes.
 - a. Here are some guidelines for adding classes. Add a class for every group of students you teach for the 1st six weeks only. You can copy those students to the next six weeks later very easily.
5. Type in the name of the first class you teach (E.G. Period 1 Math 8).
6. You may edit the Term Labels if you want by double-clicking and changing the wording to **First Six Weeks** or 1st 6 Weeks etc.
7. Choose the current term by clicking in the box to the right of the term you want to start with like Term 1 or First 6 Weeks. A checkmark will appear.



8. Click next class and repeat steps 5-7 to add more classes until you have a class for every time you teach a different group of students.
9. Click **Done**.

III. Adding Tools to Gradebook Toolbar

1. Click and HOLD your cursor somewhere in the toolbar area



2. Select the desired tool from the list (I selected the Add Student and Add Assignment buttons below.)




3. To remove a button, click on it and HOLD and select **Blank (no tool)**
4. Click on the **Grade Click Bar** triangle to the left of the term drop-down menu to reveal letter grade options.



IV. Setting the Grading Scale for Class Options

Each class has its own grading scale and score categories. However, you can copy one class' options to other classes if you wish them to have the same options.

1. Click the View Class Options  icon.
2. The first tab is scale where the grading scale is setup. This grading scale uses the minimum number. Below is what should be entered for RCPS grading scale.

	Grades in Scale	Minimum%
1	A	93.5
2	B	85.5
3	C	77.5
4	D	69.5
5	F	0
6		

3. Select the **Rounding level for calculated percents** and choose **Whole number**
4. Choose the **Category** tab. Here is where you can weight grades if you want to make tests worth more than homework. If you want to weigh your grades, the weights have to add up to 100. **The default is not to use weights at all (i.e. total points).**

Category Name	Weight	Grade Scale Option
1 Test/Quiz	80	
2 Homework/Classwork	20	
3		
4		
5		
6		
7		
8		

Use Category Weighting
Sum of weights: 145.0

5. Select the **Footnote** tab. These are comments that can be attached to the scores to help the parents and students understand why a score was low or high. Feel free to edit or change these.
6. Choose the **Score** tab. These are special scores used instead of numerical values to give the teacher information about why a score is not entered.

Class Options for First Six Weeks: Pd 1 - Algebra I, Part 1

Grade Rubric Category Footnote Score Attend. Calendar Term Seat Color

Use SCORE options to define up to 30 Special Scores to be used in addition to numeric scores when entering student marks. For help, click the Help button.

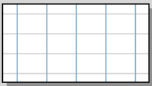
	Score Names	Code	Shortcut	Value%	Counts as...
1	Excused	ex	E		<input type="checkbox"/> Missing
2	Credit	cr	C		<input type="checkbox"/> Missing
3	Absent	ab	A	0	<input checked="" type="checkbox"/> Missing
4	Missing	mi	M	0	<input checked="" type="checkbox"/> Missing
5	Incomplete	inc	I	0	<input checked="" type="checkbox"/> Missing
6	Yes	yes	Y	100	<input type="checkbox"/> Missing
7	No	no	N	0	<input type="checkbox"/> Missing
8	Drop	dr	D		<input type="checkbox"/> Missing
9	Outstanding	o	O	100	<input type="checkbox"/> Missing
10	Satisfactory	s	S	80	<input type="checkbox"/> Missing

? Cancel Done

ex=excused from assignment not submitted and does not effect the grade
cr=credit for assignment but does not effect the grade
ab=absent so the assignment grade is a 0% until the grade has been submitted
mi=missing assignment is the same as absent, 0% until assignment submitted
inc=incomplete means the assignment is not done or needs to be redone. Grade is 0% until the assignment is submitted

7. Click the **Color** tab and drag the **Background Gradient** slider to the **far left** so the grey horizontal lines are visible between students.

Rubric Category Footnote Score Attend. Calendar Term Seat Color

Sample: 

Grid Color:

Background Gradient:

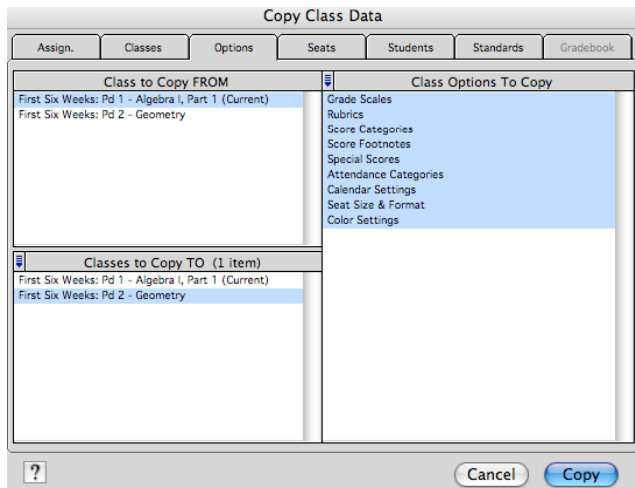
Highlight Color:

8. You may also use this software for attendance and seating arrangement. Click **Done**.

V. Copying Class options to other Classes

If you plan to use the same grading scale for all your classes or several of them, you want to copy your class options to the other classes.

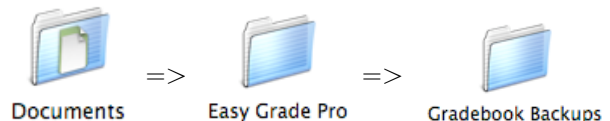
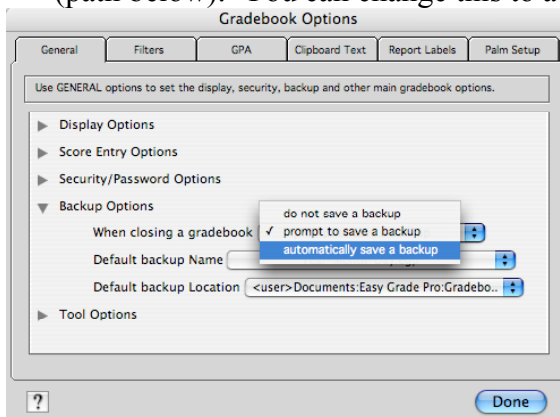
1. Click on the **Tool** menu and choose **Copy => Class Options...**
2. Select the current class in the top left window by clicking on it once
3. Click on the blue arrow beside the Class Options to Copy and choose **Select all items**
4. Select the blue arrow to the left of Classes to Copy TO and choose **Select all items**
5. Click once on the Current class under Classes to Copy TO so that it goes white.
6. Click on the **Copy** button and choose **Yes**.



VI. Setting Gradebook Options


These options are settings or preferences that affect the whole gradebook. Settings can include fonts, order of names and shortcuts.

1. Click on the **Edit** menu and choose **Gradebook Options**
2. To change the way Easy Grade Pro saves backups of your gradebook, open the **General** Tab, and select **Backup Options**. You can change the **when closing a gradebook** option to **automatically save a backup** if you don't want to be prompted every time you close your gradebook. Notice that the **default backup location** is in your **Documents** folder (path below). You can change this to a different location if you want.



VII. Adding Students

Students can be exported from ClassXP into Easy Grade Pro so you don't have to type the names in. Contact an ITRT for directions.

1. Click on the add students button  or click on type Student Names button or choose the **Tool** menu and choose **Add => Students**
2. Type the last name and then click on the tab key.
3. Type the first name and then click return to go to the next student

Records for First Six Weeks: Pd 1 – Algebra I, Part 1

Classes Students Assignments Standards

Record: 1 of 1

Last: Doe First: Jane ID: [dropdown]

Other Info

Gender: (not set) Status: Active Scale: Rockingha.. Language: English

Custom Labels	Custom Data
Custom 1	
Custom 2	
Custom 3	
Custom 4	
Custom 5	


Website Password: [text]
 Email Address 1: [text]
 Email Address 2: [text]

Next Student >> Done

- Status can be useful too. If a student withdraws but you don't want to lose their records in case they return or you just want to keep their records, choose WD grayed or **WD hidden** so that it doesn't show up on your grade book until you make the student active again.
- If you change the **language to Spanish or French**, the reports you print out for the students showing their **grades, summary, missing report will be in that language**. This can be an excellent option for your Spanish or French students.
- The **password** field is for if you want to post their grades online through your FirstClass Homepage folder. The password could be the student's **Sasi ID number** and then students could view their grades online but wouldn't be able to change them or edit them.
- Enter all your students and then click **Done**.

You are now ready to begin entering assignments and grades for the first six weeks grading period.

VIII. Adding Assignments

- Choose the add assignments  button or click on the **Tool** menu and choose **Add => Assignment**.
- Type the assignment name. Type in the Maximum Score. E.G. 25 if the test has 25 questions (so that a 25 on the assignment would be 100%). The points are used so you can weight the assignments. **If you are not using weights, make all the assignments 100 points.** If you want an assignment to be worth double, make the assignment points 200. For an assignment worth half as much, make it worth 50 points.
- Choose the category (Homework, Test, Performance, or Classwork)
- The Special Status has several options
 - Extra Credit**-The student's total number of points is increased. Students without scores aren't affected.
 - Can be Dropped**-this will only be dropped if the student's overall percent is improved more than by dropping another assignment that can be dropped. A d will appear beside a dropped score. Only 1 assignment can be dropped a grading period
 - Negative points**- the student's total number of points is decreased. Students without scores aren't affected.
- Click **Next Assign** or **Done**

IX. Copying Assignments from 1 Class to Another

1. Click on the **Tool** menu and choose **Copy => Assignments**
2. Select the current class in the top left window by clicking on it once
3. Click on the blue arrow beside the Assignments to Copy and choose select all items
4. Select the blue arrow to the left of Classes to Copy to and choose select all items.
5. Click once on the Current class under Classes to Copy TO so that it goes white.
6. Click on the **Copy** button and choose **Yes**.