

GRADE PRO

User Manual

Version 3.5



ORBISTM
SOFTWARE

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Dedication

Easy Grade Pro is dedicated to Tommy. If it weren't for him, there would be no Easy Grade Pro.

Acknowledgement

A special thanks goes to the many teachers in the Puyallup School District and throughout the nation who so thoroughly tested and supported Easy Grade Pro.



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Chapter 1

Getting Started

In this chapter, you'll learn what's needed to use Easy Grade Pro and how to install it. You'll also learn the structure of this manual and the special features of Easy Grade Pro.

Welcome to Easy Grade Pro 3.5 from Orbis Software! With Easy Grade Pro, you will be able to manage your student data with ease and effectiveness. Easy Grade Pro allows you to create an electronic gradebook which, like a paper gradebook, can store student, assignment, score and attendance data on all of your classes and subjects for a year. But unlike a paper gradebook, an Easy Grade Pro gradebook provides an abundance of tools to save you time, provides you with a wealth of information about your students, and allows you to generate professional electronic and paper reports to effectively communicate your data with others.

Macintosh: Easy Grade Pro requires System 7.0 or higher, a CD-ROM drive (to install the software), a hard disk drive with 4 MB of free space, and 8MB of RAM for PowerPC processor-based systems or 2.5 MB of RAM for non-PowerPC systems.

Windows: Easy Grade Pro requires Windows 95, 98 or NT, a color monitor with 256+ colors with at least 640x480 resolution, a CD-ROM drive (to install the software), a hard disk drive with 4 MB of free space, and 16 MB of RAM.

1 Install Easy Grade Pro.

Macintosh: Insert the installation CD-ROM. The icon of the disk will appear on the desktop. Double-click the Easy Grade Pro 3.5 Installer icon and follow the steps.



Welcome to Easy Grade Pro

System Requirements

Installing and Registering Easy Grade Pro



Windows: Insert the installation CD-ROM. Choose Run from the Start menu. Type *D:\setup.exe* and press enter. Note: use the drive letter for your CD-ROM drive in place of the *D*.

During the installation process, the Easy Grade Pro application and a sample document titled *Demo Gradebook* will be placed on the hard drive.

2 Eject the disk.

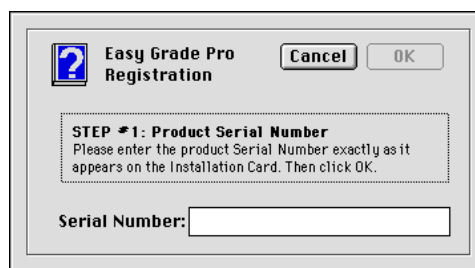
The Easy Grade Pro disk is used for installation only. Be sure to store it in a safe place.

3 Start Easy Grade Pro.

Macintosh: Double-click on the Easy Grade Pro™ 3.5 icon. This icon can be found in the Easy Grade Pro folder created during installation.

Windows: Click on Start in the corner of your screen, point to Programs, point to Easy Grade Pro and then click Easy Grade Pro.

4 Carefully type the *serial number* from the Installation card and click OK.



5 Carefully type the *registration name* and click OK.

The registration name will appear on all reports.

6 In the window that appears, click the *Quit Easy Grade Pro* button.

Easy Grade Pro will terminate. Be sure to store the registration number in a safe place in case you need to reinstall Easy Grade Pro later. Be sure to complete the paper registration card that is included with this package and mail it to Orbis Software.

How to use this manual

This manual has been designed to be a reference tool rather than something that should be read from beginning to end. You'll find simple, step-by-step instructions along with lots of illustrations. You are encouraged to have this manual at hand as you learn to use the program; the explanations and tips can save time and provide insight into what's going on.

Chapters 1-3: Getting Started

If you are new to Easy Grade Pro, you'll save time by thoroughly investigating the first three chapters. The rest of Chapter 1 lists the special features of Easy Grade Pro. Chapter 2, "Getting Help", explains how to *quickly* get answers to questions while you are using the program. You'll find several Quick Reference sheets. Chapter 3, "Tutorial", should not be missed; by spending time going through its short lessons, you'll quickly discover how you can use Easy Grade Pro with your classes and students.

Chapters 4-7: Starting Your Own Gradebook

When you are ready to start your own gradebook, first take a look at chapters four through seven. Chapter 4, “The Gradebook”, explains how a gradebook is structured and how to create one. Chapter 5, “Options”, describes the variety of options available for each class and for the gradebook. In Chapter 6, “Students”, and Chapter 7, “Assignments” you’ll learn how to add and work with students and assignments.

Chapters 8-9: The Charts

Before you start entering scores, be sure to look at Chapter 8, “The Score Chart” because it describes a variety of ways to *quickly* enter scores. It explains how to add notes to scores, how to add extra credit, how to curve and drop scores and how to override calculated grades. If you will be working with attendance, seats or student record data, check out Chapter 9, “The Other Charts” for explanations and suggestions about the four remaining charts.

Chapter 10: The Most Important Chapter

If you only read one chapter, it should be Chapter 10, “Security”. It is essential that you follow a fail-safe plan for protecting your student data.

Chapters 11-14: The Other Chapters

Chapters 11 through 14 are available when needed. They cover summaries (Chapter 11, “Summaries”), printing (Chapter 12, “Reports”), sharing electronic data with others (Chapter 13, “Porting”) and how to use a gradebook on both Macintosh and Windows computers (Chapter 14, “Working Cross Platform”). At the end you’ll find an appendix with FAQs (frequently asked questions), technical support information and an index.

What you need to know...

This manual assumes that you have basic computer skills. Specifically, you should be able to --

1) use the mouse to point, press, drag, click and double-click; 2) work with icons, folders, windows, buttons, scroll bars and menus; and 3) save, open, rename and delete files. If you cannot do all of these, it is recommended that you read your computer manual or other instructional materials before proceeding.

General Features

- A single gradebook can contain virtually unlimited classes or subjects in up to ten terms.
- In most cases, a teacher needs to create only one gradebook per year.
- Each class has five main charts: scores, attendance, seating, student and assignment.
- A single mouse-press is all that is needed to switch to any class or chart.
- Comprehensive options and tools are available for each class and chart.

Student Features

- A single class can have up to 1000 students.
- Students can be added to a gradebook by typing and by importing from other software.
- Student records can include numerous teacher-defined fields.

Grading Features

- A single class can have up to 1000 assignments.
- Grade scales can include letters, words and numbers and can be unique to each student.
- Each class can have numerous score categories which can be weighted or unweighted.

Easy Grade Pro Features List

-
- Scores can include numbers, percents, grades, symbols and words (*satisfactory*).
 - Scores can be entered in a variety of ways including typing, clicking and filling down.
 - Scores can be entered directly from unsorted student papers (even papers that are mixed by class or subject) because Easy Grade Pro can quickly find the students for you.
 - Text can be used with scores or in place of scores.
 - Often-used text can be stored and reused. Text can include variables.
 - Footnotes can be attached to scores.
 - Scores can be dropped and curved.
 - Automatically calculated grades can be manually overridden.
 - Special columns can be set up to show data such as points earned, the number of missing assignments, class rank, the percent change from the prior term and more.

Attendance Features

- Up to ten master attendance categories (*Absences* and *Tardies*) can be used with up to fifteen subcategories (*excused* and *unexcused*).
- Partial-day absences can be recorded in addition to full-day absences.
- Daily attendance can be exported over a network to school administration software.
- Attendance can be taken using the attendance or seating charts.

Seating Chart Features

- Seats can be designed using a variety of formats, sizes and colors.
- Classroom furniture can be added using a variety of shapes, sizes and colors.
- Seats and furniture can be rotated and located anywhere to match the real classroom.

Summaries and Reports

- Summaries offer informative views into student and class performance.
- Extensive textual notes and comments can be entered.
- Variables which are automatically filled in with student data can be added to all text.
- Nineteen comprehensive, customizable reports are available.
- Most reports can include data from multiple classes or subjects.
- Student reports can be printed in English, Spanish, French or a user-defined language.
- Each report can be previewed onscreen.
- Electronic reports can be created for use in web pages and as attachments to e-mail.

Other Features

- A gradebook can be used on Windows and Macintosh platforms without conversion.
- Students, assignments and seats can be sorted or repositioned by dragging.
- Copy data tools allow you to easily copy any data from one class to other classes.
- A 50,000-word dictionary is available to spell-check all text including student names.
- Filters can be designed and used to display just the desired students and assignments.
- Extensive porting tools allow you to exchange data with other programs.
- Full editing on groups of scores, students and assignments is available in all charts.
- In case of mistakes, undo is nearly always available to reverse the last action.
- A tool bar and tool palette allow you to place often-used tools where you want them.
- View tabs in nearly all windows make it easy to navigate through a gradebook.
- Color, font, font size, column width and many other display features can be customized.
- True file compression allows you to create large gradebooks that still fit on a floppy disk.
- Other features include a TA mode, password protection, and an in-context help window.



Chapter 2

Getting Help

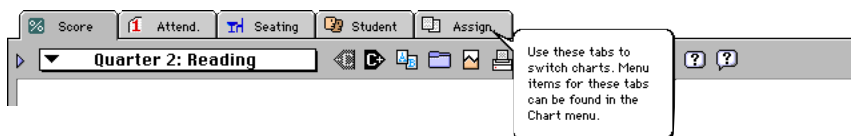
Easy Grade Pro's built-in help tools and Quick Reference sheets allow you to quickly get answers to questions that may arise as you work. This chapter presents these tools.

The Easy Grade Pro application provides help in the form of balloon help, status bar help and a context-sensitive help window.

Balloon Help (Macintosh)

Balloons are short descriptions that appear and disappear as the mouse arrow is moved around in a window. Use balloon help whenever you need a quick description of an item. Easy Grade Pro has balloons for tools on the tool bar, for regions in the main gradebook window, and for buttons and objects in most other windows.

To turn balloon help on, click the Balloon Help tool found in nearly every window or choose Show Balloons from the Help menu. When an object is pointed to with the mouse arrow, a balloon will appear (like the one shown below). To turn balloon help off, select the tool again or choose Hide Balloons from the Help menu.



Balloons can be very helpful because they are quick to provide information about specific items.

Status Bar Help (Windows)

The status bar is a region at the bottom of the main gradebook window below the horizontal scroll bar. It provides information about the tool, menu or region currently pointed to by the mouse.

How to get help while working



Balloon Help Tool



Help Window Tool

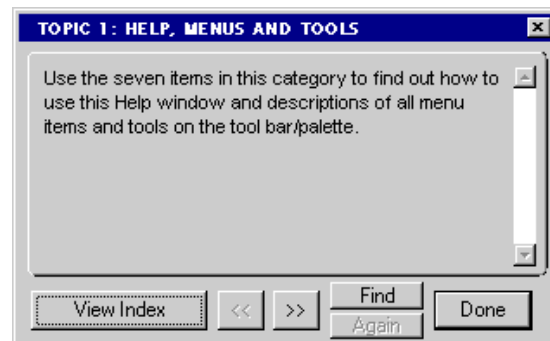
To move one seat, drag it. To swap seats, drag one on top of the other. Double-clicking opens a window with more options

To turn the status bar on, choose Show Status Bar from the Help menu. When an object is pointed to with the mouse arrow, text will appear (like the text shown above). To turn this help off, select the menu item again.

Help Window

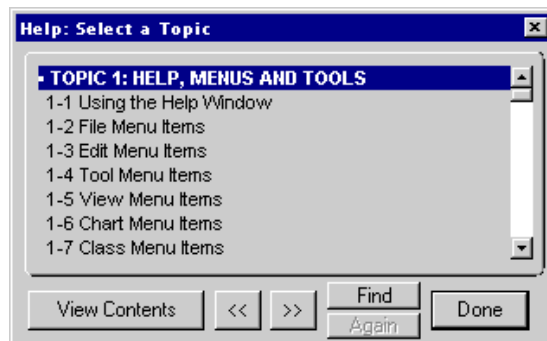
Use the Help window whenever you need a detailed description or explanation on one of Easy Grade Pro's features. To open this window, click the Help Window tool or choose Easy Grade Pro Help from the Help menu. The Help Window tool is found in nearly every window. Easy Grade Pro will display information based on the window in which the tool is clicked. The Help window has two views: Contents and Index (as shown).

Contents View



The Contents view displays information on a single topic. The Index view contains a list of over 100 help topics. You can switch between the views by clicking the button in the lower-left corner.

Index View



To search for some specified text such as *drop* (as in dropping scores), use the Find and Again buttons. Searching works in either view.

The Quick Reference Sheets

The remaining pages of this chapter consist of several Quick Reference sheets. These sheets can be used to get quick answers to your questions about menus, the tool bar and the charts (scores, attendance, seating, and student). Orbis Software grants permission to registered users to make copies of the Quick Reference sheets for personal use.

The Menus

Easy Grade Pro™ 3.5 Quick Reference*
ORBIS SOFTWARE, INC.

File

| | |
|--------------|--------|
| New... | Ctrl+N |
| Open... | Ctrl+O |
| Close | Ctrl+W |
| Save Copy... | |
| Compress | |
| Import... | |
| Export... | |
| Print | Ctrl+P |
| TA Mode | Ctrl+T |
| Lock | Ctrl+L |
| Exit | Ctrl+Q |

- **New...** opens the Save window where a new gradebook can be created.
- **Open...** opens the standard Open window where an existing gradebook can be opened.
- **Close** closes the gradebook.
- **Save Copy...** makes a backup copy of a gradebook.
- **Compress** makes a gradebook smaller.
- **Import...** brings in students, assignments, etc. from another Easy Grade Pro gradebook or TEXT file.
- **Export...** creates a file of gradebook data to be used by another Easy Grade Pro user or by another program. It can be used to export a template for new gradebooks.
- **Print...** opens the Print Reports window where reports can be printed or saved as disk files.
- **TA Mode** turns the Teacher Assistant mode on and off. A check indicates that the mode is on.
- **Lock...** locks the gradebook and opens the Locked window for security.
- **Exit/Quit** closes a gradebook and quits Easy Grade Pro.

Edit

| | |
|--|----|
|  Undo | ⌘Z |
| Cut | ⌘H |
| Copy | ⌘C |
| Paste | ⌘V |
| Clear | |
| Class Options... | |
| Gradebook Options... | |
| Tool Options | ▶ |


- **Undo** reverses the last action. The menu item's text indicates the last action.
- **Cut** erases selected rows, columns or text and places the data on the Clipboard.
- **Copy** copies the selected rows, columns or text and places the data on the Clipboard.
- **Paste** copies the contents of the Clipboard to your gradebook at the insertion point.
- **Clear** erases selected data without placing it on the Clipboard. Same as the delete key.
- **Class Options...** opens a window with options that affect the current class.
- **Gradebook Options...** opens a window with options that affect the whole gradebook.
- **Tool Options** allows you to set the display of tabs, tool bar and tool palettes.

Tool

| | |
|-------------|---|
| Copy... | |
| Add | ▶ |
| Delete | ▶ |
| Fill | ▶ |
| Find | ▶ |
| Score Tools | ▶ |
| Seat Tools | ▶ |
| Term Tools | ▶ |

- **Copy...** opens a window where students, assignments, options, etc. can be copied from one class to others.
- **Add** opens a window to the first empty class, student or assignment record.
- **Delete** opens a window where classes, students and assignments can be deleted.
- **Fill** repeats the selected text from the starting cell down to the last row or across to the last column.
- **Find** allows you to search for a student or assignment anywhere in the gradebook.
- **Score Tools** includes four items. *Change Scores...* can be used to change all occurrences of a score, such as blank, to another score, such as 0. *Curve Assignment...* allows you to change the distribution of grades on an assignment. *Lock Grade...* opens a window where overall averages can be overridden. *Open Score Note...* opens a window where text and footnotes can be attached to a score.
- **Seat Tools** includes four items. *Add Furniture* can be used to add one piece of furniture such as an empty student desk. *Seat Format...* opens a window where the format can be set for selected seats and furniture. *Rotate Left* and *Rotate Right* are used to rotate the selected furniture or seats 90°.
- **Term Tools** includes three items. *Combine Terms...* opens a window where grades and attendance data from prior terms can be copied to and combined with the current class. *Recombine Terms* should be used only if student grade or attendance data in prior terms have been altered and should be recopied to the current class. *Start New Term* causes a new class with the same students to be added to the gradebook.

View

| | |
|---|----|
| Show All | ⌘, |
| Show Selected | ⌘/ |
| Hide Selected | ⌘\ |
|  Filters | ▶ |
| Sort Assign. | ▶ |
| Sort Seats | ▶ |
| Sort Students | ▶ |
| Sort Classes... | |

- **Show All** "unhides" all class data except for students whose status is *WD (hidden)*.
- **Show Selected** hides all rows and columns except those that are selected. To select rows or columns, press on the first row or column number and drag to the last.
- **Hide Selected** hides all selected rows or assignment columns.
- **Filters** can be used to show and hide the desired rows, columns and scores. Several filters are included. To create or edit filters, use the last item in the sub-menu.
- **Sort Assignments.** Assignments can be sorted by date, category or name.
- **Sort Seats.** Seats can be sorted randomly or by a variety of patterns.
- **Sort Students.** Students can be sorted using a variety of rules.
- **Sort Classes...** opens a window where classes can be rearranged into any order.

Chart

| | |
|--------------|--------|
| ✓ Score | Ctrl+1 |
| Attendance | Ctrl+2 |
| Seating | Ctrl+3 |
| Student | Ctrl+4 |
| Assignment | Ctrl+5 |
| Records... | |
| Summaries... | |

- **Score, Attendance, Seating, Student, and Assignment Charts.** Use these items to switch between the five charts in a gradebook. A check indicates the current view.
- **Records...** opens a window where class, student and assignment records can be viewed and edited.
- **Summaries...** opens a window where comprehensive class, assignment and student summaries can be viewed. Comments and extensive notes can be prepared.

Class

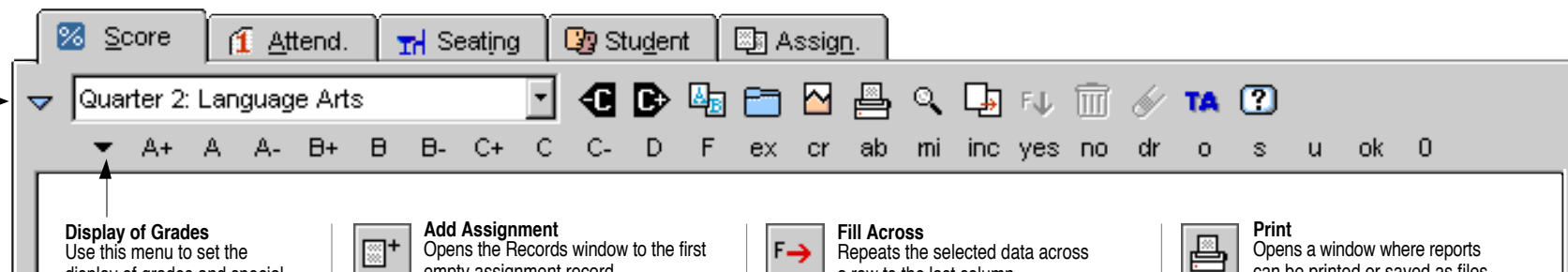
| | |
|-----------|----|
| Next | ⌘= |
| Prior | ⌘- |
| Quarter 1 | ▶ |
| Quarter 2 | ▶ |

- **Next** switches to the next class within the current term.
- **Prior** switches to the prior class within the current term.
- **Quarter 1 and 2** allow you to switch to any class in the gradebook. A check indicates the current class.

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The Tool Bar

Easy Grade Pro™ 3.5 Quick Reference*
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Display of Grades

Use this menu to set the display of grades and special scores and to set the typing mode.

Show/Hide Grades

Press on this triangle to show or hide the row of grades and scores along the bottom of the tool bar.

Moving Tools

To move a tool, press on it and drag it to the new location on the tool bar.

Changing Tools

To change a tool, press and hold on a tool until a menu appears. Select the new tool from the menu.

Removing Tools

To remove a tool, press and hold on the tool until a menu appears. Select Blank tool from the menu.

Small Monitors (Macintosh)

The tabs and tool bar are not available on monitors with resolution less than 640 x 480.

Add Assignment
Opens the Records window to the first empty assignment record.

Add Furniture
Adds a piece of furniture to the seating chart.

Add Student
Opens the Records window to the first empty student record.

Balloon Help (Macintosh)
Turns Balloon Help on and off.

Change Scores
Changes all occurrences of a certain score to another score.

Class Options
Opens a window where class options can be edited.

Copy Class Data
Opens a window where data can be copied to other classes.

Curve Scores
Opens a window where the spread of scores can be changed.

Delete
Deletes the selected scores, students, assignments, seats, etc.

Export Attendance
Exports one day's attendance data to a text file over a network.

Fill Across
Repeats the selected data across a row to the last column.

Fill Down
Repeats the selected data down a column to the last row.

Filters
Opens a window where filters can be viewed and edited.

Find
Opens a window where search text can be entered.

Find Again
Finds the next matching student or assignment.

Help Tool
Opens a window with help on over 100 topics.

Lock Gradebook
Locks the gradebook and opens the Lock window.

Next Class
Switches to the next class in the current term.

Next Term
Switches to the next term for the current class.

Open Score Note
Opens a window where text can be entered about a score.

Print
Opens a window where reports can be printed or saved as files.

Prior Class
Switches to the prior class in the current term.

Prior Term
Switches to the prior term for the current class.

Records
Opens a window with class, student and assignment records.

Rotate Seat
Rotates the selected furniture 90° clockwise.

Save Copy
Makes a backup copy of the current gradebook.

Sort
Sorts students, assignments and seats based on the current chart.

Summaries
Opens a window with extensive summaries.

TA Mode
Turns the TA mode on and off.

Undo
Reverses the last action.

The Score Chart

Easy Grade Pro™ 3.5 Quick Reference*
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Display Columns

To add, delete or change the contents of a column, press on the column title. To resize a column, press and drag the vertical line after the title.

Filtering Assignments

To show some or all assignments, press here. When only one item is displayed, the horizontal scroll bar scrolls one assignment at a time.

Viewing Records

To view or edit the record for an assignment, double-click on its title. Alternate: click on the assignment's title and select the Records tool.

Viewing Summaries

To view the summary for an assignment, double-click on its column number. Alternate: click the assignment's title and select the Summaries tool.

Relocating Columns

To relocate an assignment, press on the assignment's title and drag the column left or right to the new location.

Editing Columns

To select a column (or columns), press on the number (and drag left or right). Then choose Cut, Copy, Clear or Paste from the Edit menu.

Filtering Students

To show one or all students, press here. When only one student is displayed, the vertical scroll bar scrolls one student at a time.

Viewing Records

To view or edit the record for a student, double-click on the student's name. Alternate: click on a student's name and select the Records tool.

Viewing Summaries

To view the summary for a student, double-click on the row number. Alternate: click on a student's name and select the Summaries tool.

Relocating Rows

To relocate a student, press on the student's name and drag the row up or down to the new location.

Editing Rows

To select a row (or rows), press on the row number (and drag up or down). Then choose Cut, Copy, Clear or Paste from the Edit menu.

Adding Students

To add a student, click here. If the student is already in another class, use the Copy Class Data Tool instead.

Moving Columns

To move a column to a new location, press anywhere on its data and drag left or right.

Symbols

A padlock indicates an altered grade. Click on the grade to open the Lock Grade window. An M indicates missing work.

Dropped Scores

A small *d* indicates that the score has been dropped. Assignments are set as *Can be Dropped* in the Records window.

Score Footnotes

Double-click to add a footnote. Alternates: type a number from 0 to 7 while pressing option (Macintosh) or alt (Windows).

Adding Assignments

To add a new assignment, click here. If the assignment is already in another class, use the Copy Class Data Tool instead.

Title Height

To change the height of the assignment titles, press on this line and drag up or down.

Score Note

Double-click to open the Score Note window. A small square or notebook page indicates a note.

Demo Gradebook

Score Attend. Seating Student Assign.

▼ Quarter 2: Language Arts

Quarter 2: Language Arts 91.2%

Mini-Summary

10 of 10 Assign.

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|--------------------------|-------------------|---------------------|----------------|--------------------|-----------------|-------------------|-------------------|-------------------|-----------------|--------------|-----------------|
| Poetry Overview | Classwork 11/3 | Free Verse | Homework 11/9 | Haiku Extra Credit | Classwork 11/13 | Poetry Discussion | Performance 11/16 | Spelling Practice | Classwork 11/17 | Spelling Bee | Test-Quiz 11/22 |
| Creative Writing Journal | Homework 11/30 | Structural Analysis | Classwork 12/4 | Class Chart | Classwork 12/7 | Letter Writing | Classwork 12/14 | ADD ASSIGNMENT + | | | |
| 10 of 10 Students | Mi.. | Overall | | | | | | | | | |
| 1 | Bradford, Karen | 98.4 | A+ | 50 | 22.8 | 10 | 25 | 25 | B+ | 50 | 20.3 |
| 2 | Brown, Jonathan | 96.0 | A | 42.5 | 22.1 | 10 | 25 | 22.1 | B | 39.2 | 21.2 |
| 3 | Chu, Jeff | 97.8 | A+ | 50 | 23.7 | | 25 | 25 | A- | 47.5 | 21.2 |
| 4 | Goodman, Michael | 91.1 | A- | 50 | 21.2 | | mi | 25 | B+ | 39.2 | 21.2 |
| 5 | Gustavson, Peter | 84.6 | Satisfac.. | 42.5 | ✓ | | 25 | 20.3 | Sat | ✓ | 17.8 |
| 6 | Haynes, Terri | 88.8 | B+ | 40.7 | 22.8 | 10 | 25 | 21.2 | B- | 42.5 | 19.6 |
| 7 | Kramer, Jennifer | 75.5 | C | 50 | mi | | yes | 22.1 | B | mi | 19.6 |
| 8 | Radcliffe, Missy | 98.8 | A+ | 50 | 25 | 10 | 25 | 22.8 | B+ | 50 | 25 |
| 9 | Robinson, LaTonya | 93.7 | A | 40.7 | 21.2 | | 25 | 25 | B+ | 50 | 20.3 |
| 10 | Taylor, Roger | 87.0 | B+ | 39.2 | 20 | 25 | 23.7 | C+ | mi | 17 | 81% |
| 11 | ADD STUDENT + | | | | | | | | | | |
| 12 | | | | | | | | | | | |

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The Seating Chart

Easy Grade Pro™ 3.5 Quick Reference*
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Attendance Codes

Click here to show or hide a row of attendance codes. These codes can be clicked when entering student attendance data.

Seat Options

To open the Class Options window where the format and function of a seat can be set, click the Class Options tool.

Attendance Notes

To record an attendance note, first select the student's seat, then click here. Or option-click (Macintosh) or control-click (Windows) the seat.

Copying a Seating Chart

Use the Copy Class Data tool to copy a seating chart and/or furniture from one class to others.

Adding Furniture

To add an empty student desk or a piece of classroom furniture, click this tool.

Entering Attendance Data

To enter attendance data, simply click on the arrow on a seat and choose the code. Or click on the seat and click on the code in the tool bar.

Selecting Items

You can select items by clicking, by shift-clicking or by dragging a rectangle around a group of items.

Swapping Seats

To swap two seats (or a group of seats), drag the first seat to the top-left corner of the second seat.

Set the Attendance Date

Use this button to open a window where the attendance date can be set to any date within the class calendar.

Attendance Date

This displays the date for which any attendance marks on the seats apply. Grayed if not the current date.

Prior/Next Date Buttons

Use these buttons to change the attendance date (shown on the left) to the prior or next day.

Format Options

Double-click on a seat or piece of furniture to open a window where you can set the title, shape, color and rotation.

Editing Furniture

Choose Cut, Copy, Paste or Clear from the Edit menu, to edit any selected pieces of furniture. You can also use the delete key to remove furniture.

Exporting Attendance

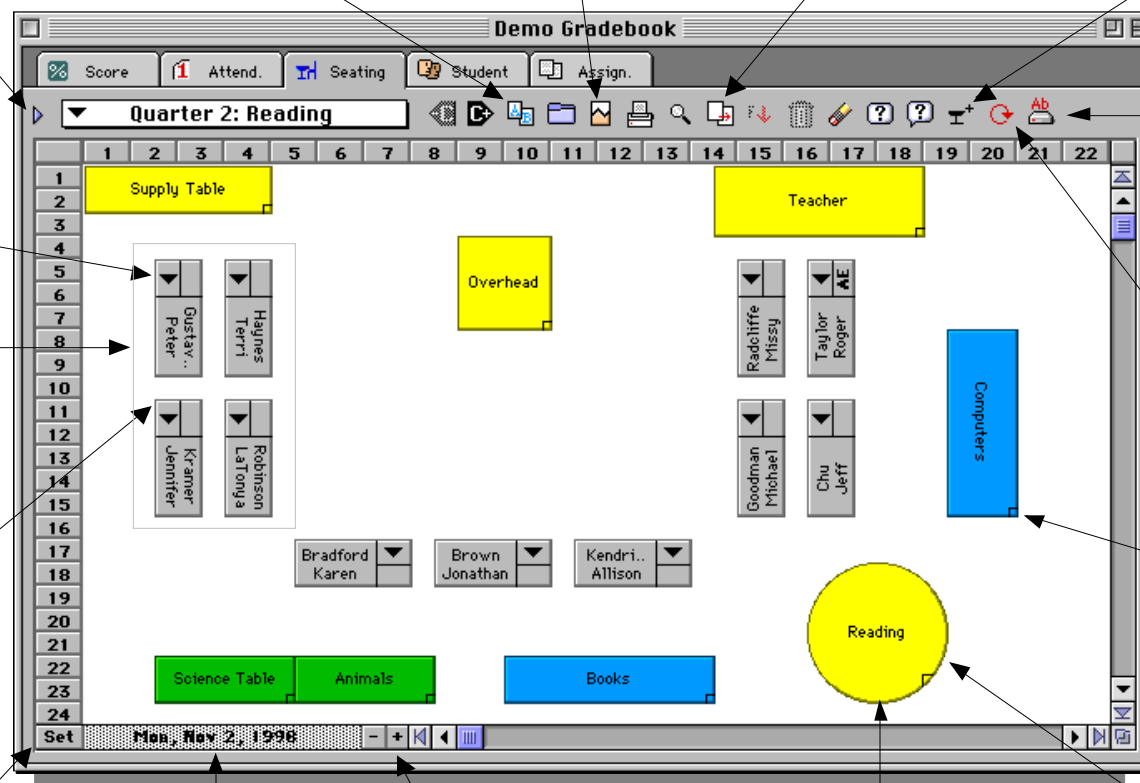
Use the Export Attendance tool to send one day's attendance data anywhere on a network.

Rotate Seat

Use this tool to rotate all selected seats or pieces of furniture 90° clockwise.

Resizing Furniture

To resize a piece of furniture, drag the small box in the lower-right region.



The Student Chart

Easy Grade Pro™ 3.5 Quick Reference*
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Filtering Students

To show one or all students, press here. When only one student is displayed, the vertical scroll bar scrolls one student at a time.

Relocating Columns

To change the order of the columns, press on a title and drag it left or right.

Resizing Columns

To resize a column press on the vertical line to the right of the title. Then drag the line left or right.

Viewing Summaries

To view the summary for a student, double-click on the row number. Alternate: click on a student's name and select the Summaries tool.

Relocating Rows

To relocate a student, press on the student's name and drag the row up or down to the new location.

Editing Rows

To select a row (or rows), click on the row number (and drag up or down). Then choose Cut, Copy, Clear or Paste from the Edit menu.

Easy Grade Pro 3.5.5 - Demo Gradebook.egp

File Edit Tool View Chart Class Help

Score Attend. Seating Student Assign.

Quarter 2: Reading

| | 11 of 11 Students | ID | M/F | Status | Language | Grade Scale | Phone | Contact Person | Address |
|----|----------------------|------|-----|-------------|----------|----------------|-------|-----------------------|-------------|
| 1 | Bradford, Karen | 4335 | F | Active | English | Standard Scale | | Natalie Jenkins | 788 S. Se |
| 2 | Brown, Jonathan | 4987 | M | Active | English | Standard Scale | | Earlene Brown | 7755 Quin |
| 3 | Chu, Jeff | 4988 | M | Active | English | Standard Scale | | Mr. and Mrs. J. Chu | 952 89th P |
| 4 | Goodman, Michael | 4122 | M | Active | English | Standard Scale | | Mrs. Goodman | 144 77th S |
| 5 | Gustavson, Peter | 4188 | M | Active | English | OSU Scale | | Mrs. Ethel Gustavson | 786 88th S |
| 6 | Radcliffe, Missy | 4133 | F | Active | English | Standard Scale | | Mr. and Mrs. Radcli.. | 415 Cliff H |
| 7 | Haynes, Terri | 4557 | F | Active | English | Standard Scale | | Mr. and Mrs. Haynes | 636 Johns |
| 8 | Kramer, Jennifer-WVD | 4155 | F | WD (grayed) | English | Standard Scale | | Shelley Lansing | 625 Mornir |
| 9 | Robinson, LaTonya | 4156 | F | Active | English | Standard Scale | | Mr. and Mrs. Robin.. | 7155 W. A |
| 10 | Taylor, Roger | 4123 | M | Active | English | Standard Scale | | Mr. and Mrs. James | 7115 Ash |
| 11 | Kendricks, Allison | 4450 | F | Active | English | Standard Scale | | Mrs. Kendricks | 1212 S. 32 |
| 12 | ADD STUDENT + | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| 21 | | | | | | | | | |
| 22 | | | | | | | | | |

Press F1 for Help.

Custom Filters

To apply a custom filter (such as Show Improving students), use this menu.

Custom Labels

To rename any of the twelve custom column labels, double-click on any cell. A window will open where editing can occur.

Viewing Records

To view or edit a student's record, double-click anyplace on a row (except in columns with menus). Alternate: click on a student's name and select the Records tool.

Adding Students

To add a student, click here. If the student is already in another class, use the Copy Class Data Tool instead.

Menus

When selecting a cell in the ID, Status, Language or Grade Scale columns, menus appear allowing you to select the cell data.

Editing Column Data

To edit column data, click on the first cell and drag to the last. Then choose Cut, Copy, Clear or Paste from the Edit menu. (You cannot edit multiple columns.)



Chapter 3

Tutorial

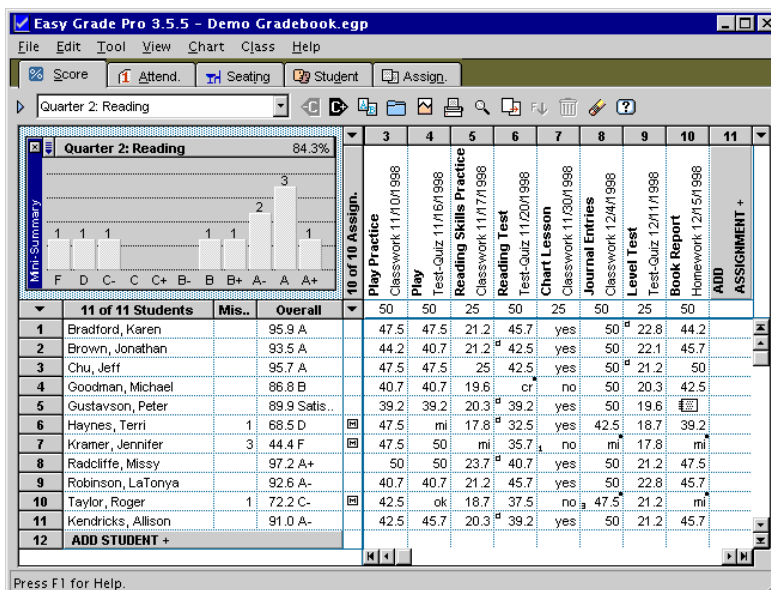
The four lessons in this chapter are meant to introduce you to the structure, tools and options found in Easy Grade Pro. The word to remember is **explore**; these lessons are meant only to be springboards for your own study of the program.

1 Open the gradebook titled Demo Gradebook.

Macintosh: Double-click on the icon titled Demo Gradebook (not the Easy Grade Pro icon) found inside the Easy Grade Pro Folder.

Windows: Click on Start in the corner of your screen, point to Programs, point to Easy Grade Pro and then click Demo Gradebook.

After clicking, Easy Grade Pro will display its title window and then the gradebook window will appear as shown.

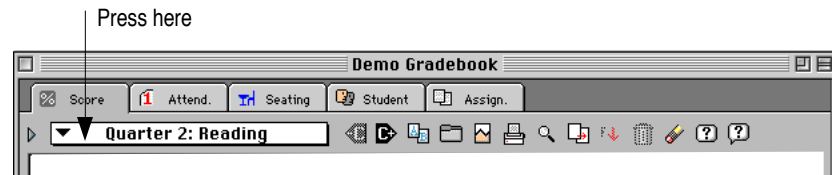


Lesson 1: Moving around a Gradebook



Demo Gradebook

This is the gradebook of a fictitious sixth grade teacher, Ms. Demo, who teaches Reading, Math, Language Arts and Science. She also teaches science to the students in the other sixth grade class. The homeroom teacher of those students teaches Social Studies to both classes. Ms. Demo is currently in the second quarter of the school year and you are viewing the score chart for the class Quarter 2: Reading. Notice that the name of this class is on the Class menu below the tabs. *Macintosh:* If you are using Easy Grade Pro on a computer with a small monitor (less than 640 x 480 resolution), then you will see a tool palette instead of a tool bar and tabs.



2 Use the Class menu on the tool bar to switch to Quarter 2: Math.

Notice that Ms. Demo's math class has most of the same students as her reading class but the assignments are different.

3 Use the Class menu to move to Science-1 and then to Science-2.

Remember that Ms. Demo teaches science to both sixth grade classes. The science classes have the same assignments but different students. By the way, Ms. Demo enters assignments into just one class and then copies them to the other class.

4 Move to the Social Studies class to view a class imported from the other sixth grade teacher's gradebook.

Notice that the students are the same but several items are different. Ms. Demo does *not* teach this class -- it is taught by an associate. But Ms. Demo wants to keep track of her students' performance in all classes and wants to include their Social Studies grades in the progress reports sent to parents. So, periodically, she imports (either by floppy disk or directly over a network) the entire Social Studies class from her associate's Easy Grade Pro gradebook.

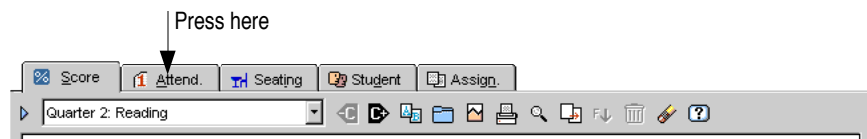
Facts about Classes

An Easy Grade Pro gradebook can have hundreds of classes. A class can have up to 1000 students and 1000 assignments. Each class has a unique set of options called Class Options that includes everything from grade scales, categories and special scores to calendars, seat format and colors.

Before moving to the next step, you may wish to explore a bit further by moving to other classes in the gradebook and terms in the gradebook. When you are ready to move on, use the menu on the tool bar to return to Quarter 2: Reading.

5 Click on the Attend. tab to switch to the attendance chart.

You can also switch charts using the Chart menu.



Notice that the new chart displays dates and attendance marks. Ms. Demo takes attendance in just one class, Reading, because it is the first class. A class has five charts: score, attendance, seating, student and assignment.

6 Use the tabs (or Chart menu) to view all five charts.

Before moving to the next lesson, you may wish to explore the five charts in other classes to see how each class has been set up.

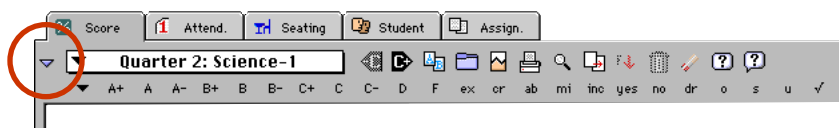
Probably the most time consuming task in the grading process is that of adding assignments and scores. Easy Grade Pro provides many tools to make this task easy and fast. In this lesson, you'll be introduced to some of these tools. To begin this lesson, the Demo Gradebook must be open and the score chart must be visible.

1 Using the Class menu, move to Quarter 2: Science-1.

You'll know that you are in this class when its title is visible on the tool bar. *Macintosh*: If you are using Easy Grade Pro on a computer with a small monitor (less than 640 x 480 resolution), then you will see a tool palette instead of a tool bar.

2 To prepare for the entering of scores, click the small triangle below-left of the first tab so that the triangle points downwards.

The triangle (circled below) shows and hides a row of grades and special scores. (Note: if the tool *bar* is visible instead of the tool *palette*, this triangle is not available.)



3 Click the Add Assignment button after the last assignment.

After clicking, the Records window will open to the first empty assignment record.

4 In the Name field, type *Star Lab*.

The box should already have a flashing cursor in it. If not, press the tab key as needed until the flashing cursor is in the box. If you make a mistake while typing, press the delete key.

Lesson 2: Adding an Assignment

ADD
ASSIGNMENT +



Fill Down Tool



Undo Tool

5 Press tab to move to the Max. Score field. Type 25.

The maximum score is the score that earns a 100%. On this assignment, a student that earns a score of 25 will receive a 100%.

6 Press tab to move to the Points field. Type 100.

Points refers to the value or weight of the assignment. Ms. Demo uses 100 on any assignment that has a normal value. She uses a higher number for more important assignments and a lower number for less important assignments.

7 Set the due date of the assignment on the calendar.

The date is used by Easy Grade Pro when sorting, using filters and producing graphs.

8 Press on the Category menu and select Classwork.

The category is used when sorting assignments, when using filters and in graphs and reports. You may wish to view the other menus to see what choices are available.

9 Click the Done button.

You should be viewing the score chart again. The first score cell under the new assignment's title should have the flashing cursor in it. If not, click on the first empty box under the Star Lab assignment. Now it's time to enter scores. Just to make things interesting, you'll enter scores in several different ways.

10 Enter the scores for the ten students as follows:

(If you make a mistake, simply click on the score cell with the error and try again.)

Student #1: Type the number 25 and press enter.

Student #2: Click on the *B* grade on the tool bar. Do *not* push the enter key because the next cell is automatically selected after clicking. You can set up the grades that appear on the tool bar. In fact, you can have a different set of grades for each student.

Student #3: Press the letter *m*. This enters a score of *mi* for missing. You can customize up to thirty special scores and give them any meaning you wish.

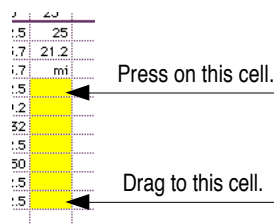
Student #4: Type the number 25. Do *not* push enter. Now click the Fill Down button on the tool bar. Notice that 25 is repeated all the way down.

11 Click the Undo tool on the tool bar to prepare for the next step.

Notice that the score of 25 is removed from the students. Undo is nearly always available to reverse the last action. Next, you'll enter these student's scores in a different way.

12 Select the seven blank score cells by pressing on the first and dragging to the last one. Then release the mouse.

The seven score cells should be highlighted as shown below.



13 Click on the A+ grade on the tool bar.

A score of 25 is entered for each student. Try clicking on other grades in the tool bar.

Recall that Ms. Demo teaches two science classes and both have the same assignments. It is easy to copy assignments from one class to another. In the next few steps, you'll do just that.

14 Using the Class menu on the tool bar, move to Quarter 2: Science-2.

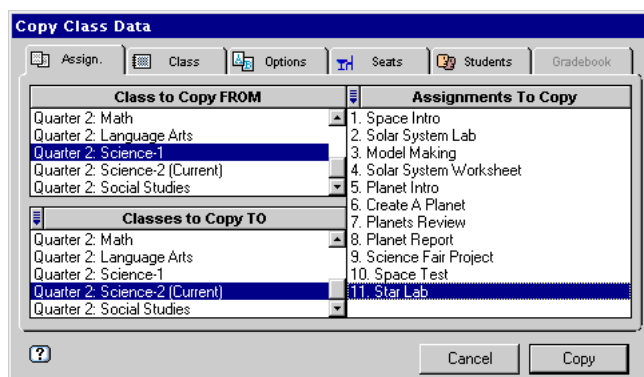
The class will be displayed as usual. Be sure to move to Science-2 and Quarter 2.

15 Click on the Copy Class Data tool.

The Copy Class Data window will open.



Copy Class Data Tool



The Copy Window

The Copy window can be used to copy assignments, students, options and other class data. It can copy several items together and copy them to several classes at the same time.

16 First click on the Assign. tab at the top. In the top-left list, click on Quarter 2: Science-1. In the bottom-left list, click on Quarter 2: Science-2. In the right-hand list, click on Star Lab. Finally, click Copy.

The assignment will be copied from Science-1 to Science-2. After the window closes, the first score cell for the new assignment will be selected, ready for you to enter scores.

The rest of this lesson will focus on entering scores for the copied assignment. You'll use a very powerful tool that allows you to easily enter scores from a mixed stack of papers. Since you don't actually have the student papers, you'll simply pretend. *Keep in mind that the more students and papers there are, the more powerful this tool becomes.*

17 Click on the Find tool to open the Find Window.



Find Tool

18 In this window, select *Use Continuous Search Mode*. Then click Exit.

The continuous search mode causes Easy Grade Pro to return to this window after every score is entered. This means that whenever the enter key is pressed, or whenever a grade is clicked on the tool bar, the Find window will reappear.

19 In the score chart, select the first score cell for the Star Lab assignment.

This score cell is for Kelly Armstrong. The cursor should be flashing in this score cell.

**20 You will be pretending to enter scores directly from student papers.
Follow these steps:**

- Paper #1: In Kelly Armstrong's score cell, enter a 25 and press enter. The Find window will reopen.
- Paper #2: The next paper belongs to Josef Talbo. In the Find window, type the letter *T* and notice that Easy Grade Pro completes it with "Talbo, Josef". Press enter. Now click *Sat* on the tool bar. The Find window reopens.
- Paper #3: Tad Nguyen earned a 20. Type an *N* in the Find window and press enter. Type a score of 20 and press enter again.
- Paper #4: Justin Bronin earned an 18. Type the letter *B* and notice that Easy Grade Pro completes it with 'Benjamin, Atunde'. Type the letter *r* and notice that Easy Grade Pro completes it with 'Bronin, Justin'. Press enter. Type his score.

Go ahead and finish the remaining scores on your own. When you are done, be sure to deselect the *Use Continuous Search Mode* box (so the Find window will stop reappearing) and click Exit. The Find window can be used to enter papers even when those papers are mixed by class. By setting the option *Search through all current-term classes*, Easy Grade Pro will search in other classes if the student is not found in the current class.

Macintosh: By the way, there is a second way for quickly jumping to any student in a class. Try this: *bold down the control key and press the letter G*. Easy Grade Pro instantly highlights the student Rachel Gunderson.

Lesson 3: Options and Tools

This lesson, which has been divided into five short parts, will guide you in an exploration of some of the options and tools within a gradebook. To begin this lesson, the Demo Gradebook must be open.

Part A: Gradebook and Class Options

Easy Grade Pro offers an abundance of options to accommodate your personal style. Some options, such as font and font size, affect the entire gradebook and are called Gradebook Options. But many options apply only to a single class; these are called Class Options and include items like grade scales, categories, weighting, calendars, colors and more. In this section, you'll view and edit both types of options.

1 Select Gradebook Options from the Edit menu and explore.

Use the tabs to switch between the views. Gradebook Options can be changed at any time. When you are finished, click the Done button

2 Select Class Options from the Edit menu and explore.

Use the tabs to switch between the views. Most Class Options can be changed freely. When you are finished, click the Done button.

| Select a Grade Scale | | | Grades in Scale | | |
|----------------------|-----------------|--|-----------------|----|----|
| 1 | Standard Scale | | 1 | A+ | 97 |
| 2 | OSU Scale | | 2 | A | 93 |
| 3 | Pass-Fail Scale | | 3 | A- | 90 |
| | | | 4 | B+ | 87 |
| | | | 5 | B | 83 |
| | | | 6 | B- | 80 |

Part B: Adding a New Data Column

Easy Grade Pro provides numerous ways to configure the charts so that they best suit your needs. For example, in the score chart, columns can be added which show class rank, points, or nearly any other data about your students. The next few steps show you how to do this.

1 Switch to the score chart view of Quarter 2: Reading.

2 Above the column of student names, press on the *11 of 11 Students* title.

While pressing, a menu will appear.

3 From the menu, choose *Add NEW Column* (first item).

A new column will appear to the immediate right. It will also be titled 11 of 11 Students.

4 Press on the new column's title and choose *Class Rank*.

The title and content of the column will change to display the rank for each student.

Since the column is much wider than needed, in the next step you'll make it narrower.

5 Move the mouse so that the arrow is over the line to the *right* of the *Class Rank* title. Press and drag the line to the left.

After releasing the mouse, the column will be set to the new size. You can have up to eight display columns with the content, width and position of your choice in both the scores and attendance charts.

Press here

| | |
|---|-------------------|
| ▼ | 11 of 11 Students |
| 1 | Bradford, Karen |
| 2 | Brown, Jonathan |
| 3 | Chu, Jeff |
| 4 | Goodman, Michael |
| 5 | Gustavson, Peter |

Press here

| | |
|--|------|
| | Rank |
| | 2 |
| | 4 |
| | 3 |
| | 8 |
| | 7 |

Moving Students, Assignments and Data Columns

Students, assignments and data columns can easily be moved to any row or column. Simply press on the student's name, on the assignment's title or on the data in a data column. The cursor will change to a hand. Then drag the row or column to the new position and let go. Easy Grade Pro will push the items down or to the right to make room.

Part C: Using Filters

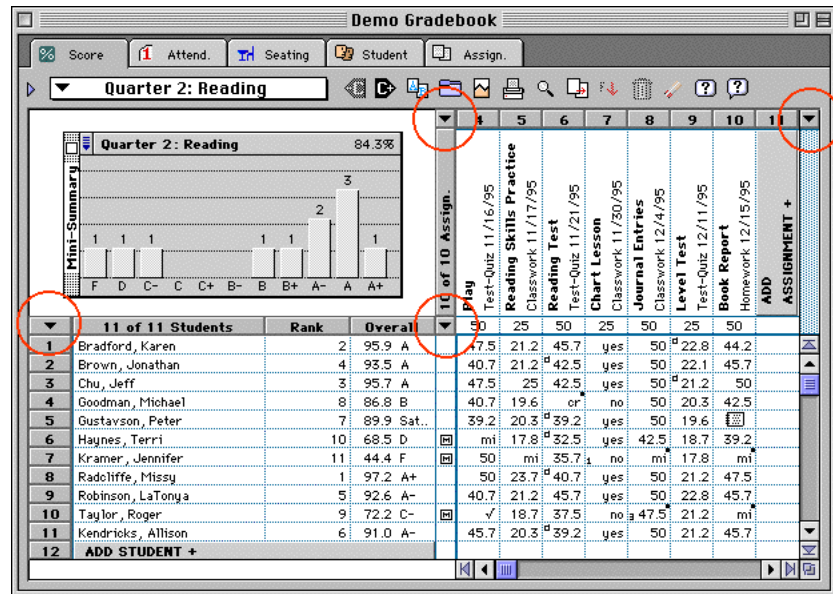
Easy Grade Pro allows you to configure the charts so that they display just the students, assignments, scores or attendance dates that you want to see. For example, the score chart

has four small menus that allow you to control display. These have been circled in the illustration below. Similar menus are found in nearly every chart. In this section, you will explore these four menus to discover what they do.

1 Switch to the score chart in any class and explore the display menus.

Note that in the right-most menu, the last item allows you to open a window where you can design your own filters. You may wish to take a moment to try this.

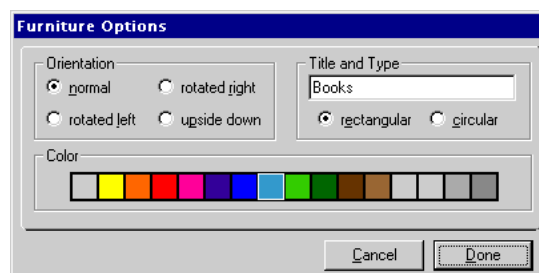
2 Switch to the other charts (except seating) and explore the display menus.



Part D: Setting the Display of Seats and Furniture

The seating chart allows you to place seats and furniture nearly anywhere. It also allows you to change the shape, size, rotation and color of these items. Use the Chart menu or tabs to switch to this chart. Then try these:

- Move a single item by dragging it.
- Swap two seats by dragging one to another. (The upper-left corners must be aligned.)
- Select more than one item by clicking while holding down the shift key or by dragging a rectangle around the seats.
- Drag a group of selected items.
- Double-click on a seat to open the Seat Options window. Try setting different options.
- Double-click on a piece of furniture to open the Furniture Options window.



Part E: Other Tools and Windows

Many special windows can be opened by double-clicking in different regions of a chart. Try these suggestions for opening windows from the score chart:

- Double-click on any row number to open the Summaries window for that student.
- Double-click on any column number to open the Summaries window for that assignment.
- Double-click on any score cell to open the Score Note window.
- Double-click on any student or assignment name to open the Records window.
- Single-click in the small box before the first score to open the Lock Grade window.

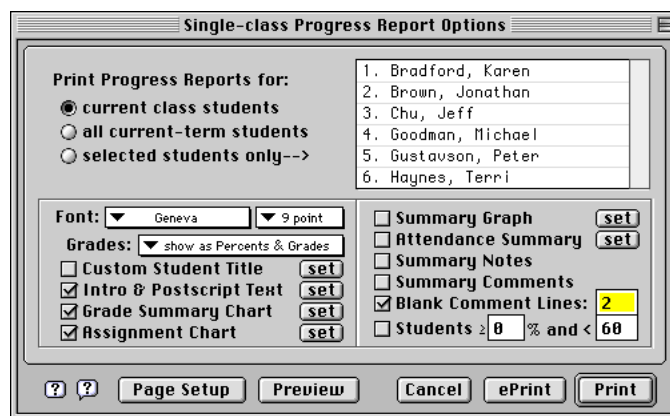
In this lesson, you will be taken through the steps of selecting one report, its range and options. Then, instead of printing the report, you will preview the report on screen. The Demo Gradebook should be open and visible. You can be in any class within the gradebook.

1 Click the Print tool on the tool bar or choose Print from the File menu.

After clicking, the Print Reports window will open. Notice that there are three tabs with nineteen reports. To get a description of a report, click on the help tool.

2 Select the Single-class Progress item and click Next.

After clicking Next, the Report Options window will open. The Report Options window allows you to set the items to be included, set options, preview reports and then print the reports to paper or disk. There is a different window for each report.



3 Set the range and options as desired.

The upper half of the window allows you to select the students to receive reports. The lower half of the window allows you to select the items to be included in each report. Click the *set* buttons to open windows where additional options can be set. Click the Page/Print Setup button to set options based on your current printer. To get a description of an option, click on the help tool.

4 Click the Preview button.

The Print Preview window will open showing exactly how the report will appear on paper or in the disk file. The Print Preview window has two views: *fit-in-screen* and *full-size* views. The *fit-in-screen* view shows the entire page. Depending on the size of your monitor, the details on the page may be unreadable. In this view, the cursor is a magnifying glass. By clicking once on any part of the page, the view automatically

Lesson 4: Working with Reports



Print Tool

switches to the *full-size* view.

[illegible]

The *full-size* view shows the page at its actual size. In this view, the cursor becomes a hand. By pressing the mouse button, the page can be grabbed and dragged about. Double-clicking causes the view to change to the original view. The Zoom button can also be used to toggle between the two views.

5 Switch between the two views using the Zoom button or by clicking and double-clicking on the page. Click the Next Page button to switch pages.

Practice clicking with the magnifying glass to zoom in to the desired part of the report. When the hand cursor is visible, practice dragging the page about. Then double-click to return to the normal view.

6 Click the Done button to close the Print Preview window.

If you like, change any options in the Report Options window, then preview again to see how the report has changed.

7 Click the Cancel button in the Report Options window.

The Report Options window will close.

If you'd like, repeat the steps in this lesson for other reports. It's easy. All the reports have options which allow much customization. Several reports (graphs, seating chart) can be printed in color. When you are done, click the Cancel button.

- ◆ This is the end of Lesson 4 and the end of this chapter. You can quit Easy Grade Pro by choosing Quit/Exit from the File menu. By the way, all changes that you made during these lessons have been automatically saved. With Easy Grade Pro, changes are always automatically saved!

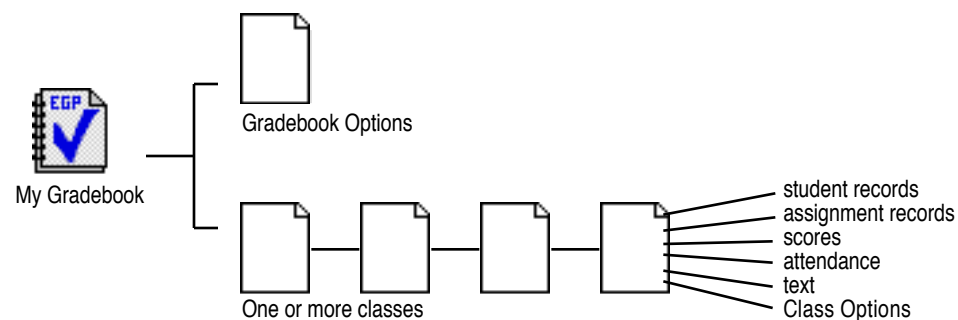


Chapter 4

The Gradebook

A teacher preparing a paper gradebook must obtain the gradebook and write the names of classes or subjects on its pages. In starting an electronic gradebook using Easy Grade Pro, the same is essentially done: a gradebook file must be created and the names of classes or subjects must be added to it. This chapter first explains the structure of a gradebook. It then shows how to create a gradebook with classes and how to perform basic gradebook management.

An Easy Grade Pro gradebook is a document or electronic file that holds two types of structures: 1) a set of options known as gradebook options and 2) one or more classes each of which consists of student records, assignment records, scores, attendance data, text and a set of options known as class options. Although each class in a gradebook is distinct, any data in one class can easily be copied to other classes.



Since a single gradebook can hold over 1000 classes in ten terms and each class can contain up to 1000 students and 1000 assignments, a single gradebook can accommodate virtually any teacher's yearly schedule. Although you can create more than one gradebook, it is usually best to use a single gradebook for a year or for a major grading period because it saves time and minimizes duplication of efforts. For example, by using a single gradebook, you'll have access to any class or subject with a single menu selection. If you teach many subjects or groups of students and record a lot of student data, you should be aware that a gradebook can grow to be 1 MB in size or larger as the year progresses. If you intend to use a floppy

The structure of a gradebook

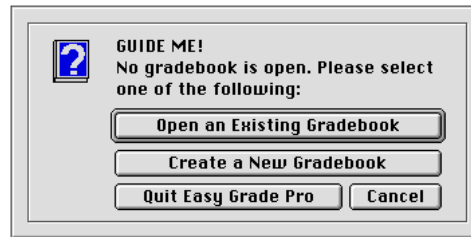
disk to transfer or store a gradebook backup, you may find that your gradebook won't fit on the disk as is. New with Version 3.5 is a compression tool that can shrink a gradebook to about one-third its uncompressed size.

Unless you have special circumstances, it is recommended that you start with a single gradebook and not begin a new one until the year or a major grading period has ended. Besides, you can always divide a gradebook into smaller gradebooks later.

How to create a gradebook

1 Start Easy Grade Pro. If a gradebook opens, choose Close from the File menu.

After a few seconds, a small window will appear (shown below).



2 Click the *Create a New Gradebook* button.

After clicking, the standard Save dialog will open. The appearance of this window varies with the operating system your computer is running. This window allows you to do two things: 1) type a name for your gradebook and 2) set the location for your gradebook.

3 Type the name of your new gradebook.

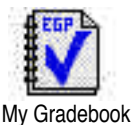
In most cases, the name you type should not be the name of just one class. Easy Grade Pro displays a suggested format in the text box. To change it, simply type the new name.

4 Choose the location of your new gradebook.

It is strongly recommended that you save your gradebook to the hard disk of a computer (or to some other reliable media) and not to a floppy disk. (See Floppy Disk Alert! below).

5 Click the Save button.

The new gradebook will be saved and a window will appear showing the gradebook. The icon for your new gradebook is a notebook with a large check mark on it.



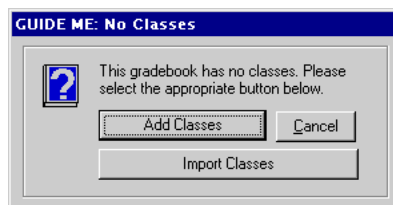
My Gradebook

Floppy Disk Alert!

It is strongly recommended that you never use an Easy Grade Pro gradebook directly from a floppy disk. Not only is a floppy drive very slow, it is not always reliable, especially when a floppy disk is used at two or more computers. Slight variations in the speed, alignment and track width of the different floppy disk drives can cause a floppy disk that was working fine at one computer to report an error at another computer. If you must use floppy disks, it is recommended that you use the floppy disk only to store a gradebook or to transfer a gradebook from one computer's hard drive to another. In all cases, make regular backups.

1 Open the Records window to the first blank class record.

If your gradebook has no classes, a window (shown below) will automatically appear. Unless you are instructed otherwise, click the Add Classes button.



If your gradebook already has classes, choose Add Class from the Tool menu. In either case, the Records window will open (shown below).

The "Records" window has tabs for "Classes", "Students", and "Assignments". The "Classes" tab is active. It shows "Record: 1 of 1". Below the tabs are input fields for "Class/Subject Name:" and "Class Weight: 1.00". A table with four columns is visible: "Term Labels", "Terms", "Custom Labels", and "Custom Data". The "Term Labels" column lists "Term 1" through "Term 5". The "Terms" column has checkboxes. The "Custom Labels" column lists "Custom 1" through "Custom 5". The "Custom Data" column has text input fields. At the bottom are buttons for "?", "?", "<<", "Next Class >>", and "Done".

| Term Labels | Terms | Custom Labels | Custom Data |
|-------------|--------------------------|---------------|-------------|
| Term 1 | <input type="checkbox"/> | Custom 1 | |
| Term 2 | <input type="checkbox"/> | Custom 2 | |
| Term 3 | <input type="checkbox"/> | Custom 3 | |
| Term 4 | <input type="checkbox"/> | Custom 4 | |
| Term 5 | <input type="checkbox"/> | Custom 5 | |

2 Type the name of the class in the Class/Subject Name field and press tab.

Be sure to use a unique name for the class. Examples include Math, Reading, English(1), English(2), etc. Do *not* include a term name with the name of the class.

3 (Optional) Edit the Class Weight and press tab.

Class weight is used in some reports when a student's weighted average for several classes is calculated. In most cases it should be kept at 1.00. If you have a class that is worth half of a normal class, set the class weight to 0.50 and so on.

4 (Optional) Edit the Term Labels.

Any of the term labels can be changed. You can use First 6 Weeks, Semester 2, etc. If you will give a final exam that must be weighted, then you must add the final exam as a term. *Changes made to these labels will apply to all classes.*

5 Select the desired terms.

A check mark will appear for each term that you select. You must select at least one term but *it is best to select all terms for which this class is taught.*

6 (Optional) Edit the Custom Labels and add Custom Data.

There are eight custom text fields. You can set the labels of these fields as well as enter any kind of information. You might put section number, room, meeting times, etc. Changes made to these labels will apply to all classes within a gradebook, but the data are unique to each class.

How to make changes to a class record



Records Tool

How to view classes

How to save changes

How to change the order of classes

7 (Optional) Add more classes.

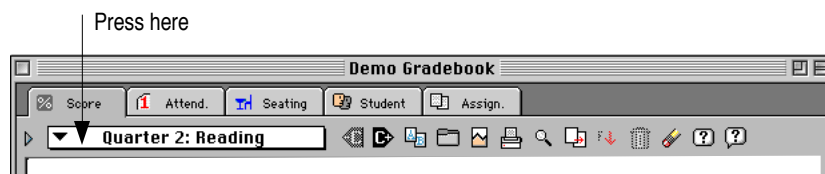
To add more classes, click the Next Class button or press enter.

8 Click Done to close the Records window.

The new class names have now been placed in the Class menu which is used to switch to the classes in a gradebook.

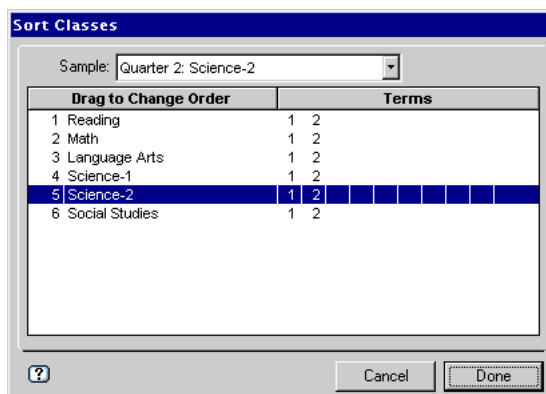
At any time, you can view, edit or add data to a class record. You may wish to add a new term, change the name of the class, add custom class data or make some other changes. You can change nearly any data in a record. To make changes, choose Records from the Chart menu or click the Records tool. Click the Classes tab and make the desired changes.

If a gradebook has classes, the Class menu can be used to view any class. There are actually two Class menus; one is found on the tool bar (or tool palette) and the other is found at the top with the other main menus. It makes no difference which is used.



How do you save changes? The answer is "You don't!" *Easy Grade Pro automatically saves all changes to your gradebook.* You never need to choose Save. Besides, there is no Save command, only Save Copy.... which is used to make backup copies of your gradebook. Automatic saving occurs whenever you switch classes, switch charts, print reports, open windows and more. Typically, no more than just a few minutes elapse before Easy Grade Pro automatically saves your work.

The order of the classes in the Records window determines the order in which the classes appear in the Class menu and in reports. If you need to change the order of classes, begin by choosing Sort Classes from the View menu. The Sort Classes window will open. To change order, press on a class and drag it to the new location. Use the sample Class menu at the top of the window to view the effects of your change.





Chapter 5

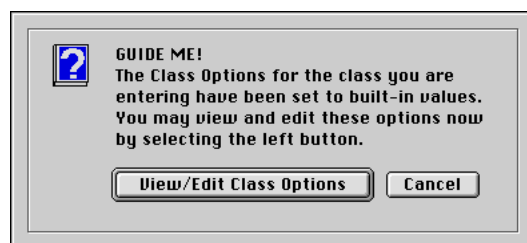
Options

Easy Grade Pro attempts to accommodate the variations in how teachers manage student data by providing options on two levels: class as well as gradebook. Class options apply only to a specific class; gradebook options apply to the entire gradebook. This chapter explains how to view and edit these options and how to copy class options from one class to others. At the end, you'll learn where to find options for some special tools including the tool bar and tabs.

Each class within a gradebook can have its own grading scales, rounding level, score categories, special scores, attendance categories, calendar settings and other options. Together, these are known as Class Options because they are stored with the class and are unique to it.

A class has no options until it is viewed for the first time. Easy Grade Pro automatically copies a set of options into the class. It will first try to copy options from a related class in the gradebook. For example, if you are entering the class Quarter 3: Math for the first time, Easy Grade Pro will try to copy options from Quarter 2: Math. If it can't find a related class, it will try to copy the options from another class.

What happens if there is no class from which to copy options? In this case, Easy Grade Pro will copy options from a built-in set. Then it will display a window (shown below) and ask if you want to view the options. Since there is not much chance that the built-in options are what you want, whenever you see this window you should select the View/Edit Class Options button.



What are Class Options?

Setting Class Options



Class Options Tool

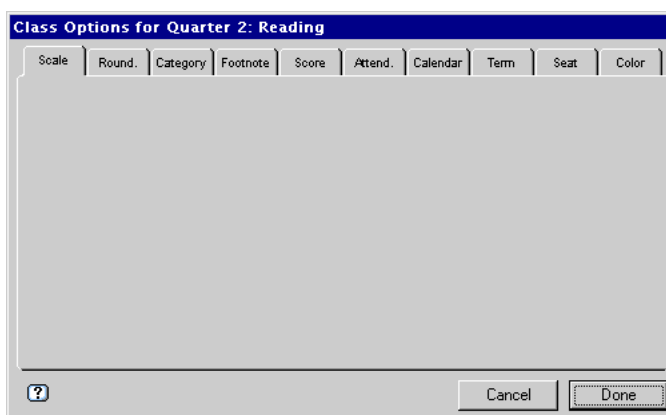
Class Options can be viewed and edited at any time. This section explains in general how to do so. Explanations on specific options can be found in the sections that follow.

1 Open the Class Options window.

You can open this window in three ways: 1) by clicking the View/Edit Class Options button (shown on the prior page), 2) by clicking the Class Options tool on the tool bar, or 3) by choosing Class Options from the Edit menu.

2 Select the desired option view.

To view the different options, press on the tabs at the top of the window. Note that Term options are only available for classes after the first term. *Macintosh*: Color options are only available on computers with at least 16 colors.



3 View or edit the options.

Each window has its own set of instructions. In general, you should use the tab, up arrow and down arrow keys to move from one text field to another. Use the delete key to erase any selected text. Extensive help is available by clicking the two help tools.

4 When you are ready to exit this window, click Done or Cancel.

Important Note...

Any changes that you make to the Class Options in one class have no effect on other existing classes. However, it is easy to copy options from one class to other classes. To do so, choose Copy Class Data from the Tool menu.

Setting Grade Scale Options

A grade scale is used by Easy Grade Pro to convert a student's percent to some meaningful label or grade. It consists of one or more grades with a minimum or cutoff percent for each. Grades can be letters (*A,B,C*), words (*Outstanding, Satisfactory*) or numbers (*4.00, 3.00*). Easy Grade Pro allows you to have multiple grade scales in a class in case you have students that are to be graded differently based on ability or status. *The first grade scale in the list is the most important one because it is initially assigned to all students.*

- Grade scales can be viewed and edited only in the Class Options window.
- Grade scales can be put into any order by pressing on the row numbers and dragging.
- Use the Records window or student chart to change a student's assigned scale.

- To edit a scale, first click on its row number. Then edit the grades and percents.
- The minimum percents must be in descending order and the last percent must be 0.
- Use the small blue arrows to insert or delete a row anywhere in a scale.
- Use the tab, up, and down arrow keys to move from one text field to another.
- Use the small blue arrow above the column of percents to open a window where the grade click values for the scale are set. These are explained in the next section.

Class Options for Quarter 2: Reading

Scale Rounding Category Footnote Score Attend. Calendar Term Seat Color

Use SCALE options to set up the grade scale(s) for this class. Since students are initially assigned Scale #1, your main scale should be in that position. For help, click the Help buttons.

| Select a Grade Scale | Grades in Scale | Minimum% |
|----------------------|-----------------|----------|
| 1 Standard Scale | 1 A+ | 97 |
| 2 OSU Scale | 2 A | 93 |
| 3 Pass-Fail Scale | 3 A- | 90 |
| | 4 B+ | 87 |
| | 5 B | 83 |
| | 6 B- | 80 |

New Duplicate Delete

? ? Cancel Done

Easy Grade Pro allows you to click on grades on the tool bar (or tool palette) to enter scores into score cells. It also allows you to type grades directly, but only if the *Allow typing of Grades and Special Scores* option is turned on in the Gradebook Options window.

An important question is, what percent does a student get when a grade is clicked or typed? Not the minimum percent for the grade. The answer is that Easy Grade Pro uses 100% for the top grade and, for all others, it uses the average percent for the grade. For example, if you enter a B and a B ranges from 80 to 90%, the *grade click value* is 85%.

- Grade click values are automatically set and editing is usually unnecessary.
- To edit them, click the top blue arrow in the Class Options window (Scale tab).
- Grade click values are always reset when changes are made to a grade scale.

Rounding options include whole numbers, tenths and hundredths, and are used whenever percents are calculated. As an example, suppose a student has earned 89.638%. After rounding, the number displayed will be 90% for ones rounding, 89.6% for tenths rounding and 89.64% for hundredths. Rounding can be edited only in the Class Options window.

Whenever an assignment is added to a class, a score category must be selected. Categories are used in graphs, summary charts, filters and reports, to help provide useful information about a student's performance. A class can have up to fifteen score categories.

- Score Category options can be edited only in the Class Options window.
- Since each class has its own set of options, you can use subject-specific names.
- Score Category options can be changed at any time but be careful if the category is already being used by an assignment in the class. Verify all assignments after changes!
- Score categories can be weighted with percents to ensure that they have the desired value. For example, tests could be worth 50%, homework 30% and participation 20%. If you use weights, be sure that their sum is 100%.

Setting Grade Click Percents

Setting Rounding Options

Setting Score Category Options

- There is one drawback to using category weights that needs to be understood: classes that use category weighting can only have their terms combined using term weights. Classes that don't use category weighting can have their terms combined using term weights or points. Refer to the section *Setting Combine Term Options* on page 5-6.

Class Options for Quarter 2: Reading

Scale Round. **Category** Footnote Score Attend. Calendar Term Seat Color

Use CATEGORY options to create up to 15 assignment categories for this class. Use the buttons below to choose whether to have student averages weighted by category. Then edit the names (and weights) to the right.

Use Category Weights?
☒ No ☐ Yes

| | Category Names | Weights |
|---|----------------|---------|
| 1 | Test-Quiz | N/A |
| 2 | Performance | N/A |
| 3 | Homework | N/A |
| 4 | Classwork | N/A |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |

Cancel Done

Setting Score Footnote Options

Score footnotes are short comments that can be attached to scores to provide additional meaning. These comments can be included in progress reports and filters. Footnotes can be attached to scores in several ways: 1) by double-clicking on a score cell and then selecting the footnote from a list; 2) by pressing the footnote number on the keyboard while holding down the option key (Macintosh) or alt key (Windows); 3) by right-clicking on a score cell (Windows); and 4) by clicking on a footnote in the mini-summary palette.

- Score Footnote options can be viewed and edited only in the Class Options window.
- If you change a footnote that is already being used, be sure to limit the change to something with the same meaning, or remove the footnote from the scores that use it.

Setting Special Score Options

Special scores are scores that you design. Some examples include *ex*, *yes*, *no*, *+* and *-*. They can only be used in place of numeric scores on assignments. A special score has five attributes. Its *name* is used as a key in reports. Its *code* is used in place of the numeric score. Its *shortcut* is a single key that, when pressed, enters the code into a score cell. The *value%* is the percentage value of the score and *missing* determines whether the score should be picked up when a missing work filter is used or a missing work report is printed.

Class Options for Quarter 2: Reading

Scale Rounding **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 buttons.

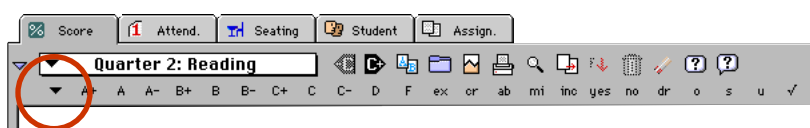
| | Score Names | Code | Shortcut | Value% | Counts as... |
|---|-------------|------|----------|--------|---|
| 1 | Excused | ex | E | | <input type="checkbox"/> Missing |
| 2 | Credit | cr | C | | <input type="checkbox"/> Missing |
| 3 | Absent | ab | A | 0 | <input checked="" type="checkbox"/> Missing |
| 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 |

Cancel Done

- Special Score options can be edited only in the Class Options window.
- You may define up to thirty special scores.

- It is best if your special scores do not include numbers because of the confusion that may result. If you do use numbers, include other symbols so it is clear that the score has a different meaning. For example, consider using +1 through +5 instead of 1 through 5.
- As an exception to the rule above, you may want to use 0 as a special score if you would like to have zeros count as missing when missing work filters are used.
- The value of a special score should be blank (no value) or between 0 and 100%.
- If you change a special score that is already being used, any location that had the prior score will display the new one.

Special score codes can be entered into score cells in three ways. A code can be entered by clicking on the tool bar (see below). A code can be entered by direct typing if the Gradebook Option *Allow typing of Grades and Special Scores* is on. A code can also be entered by pressing a single-key shortcut if the Gradebook Option *Allow typing of Special Score Shortcuts* is on. Of the three methods, the shortcut is fastest. To quickly switch between the direct typing and shortcut modes, use the small menu (circled below) on the tool bar to the left of the grade click buttons.



You can set up to fifteen attendance categories. An attendance category has four attributes. The *category* is the full name of the category. The *master category* names the major grouping that the category belongs to. The *code* is the one- or two-character mark that is entered in an attendance cell. The *value* is used when calculating totals and should be 1.00 for full-day marks, 0.50 for half-day, etc.

Setting Attendance Category Options

Class Options for Quarter 2: Reading

Scale Round. Category Footnote Score Attend. Calendar Term Seat Color

Use ATTENDANCE options to define up to 15 attendance categories in up to 10 different master categories. Totals are calculated for each category.

| | Master Category | Category | Code | Value |
|---|-----------------|-------------------|------|-------|
| 1 | Absent | Excused absence | AE | 1.00 |
| 2 | Absent | Unexcused absence | AU | 1.00 |
| 3 | Absent | Half-day Absence | AH | 0.50 |
| 4 | Absent | Suspension | AS | 1.00 |
| 5 | Tardy | Excused tardy | TE | 1.00 |
| 6 | Tardy | Unexcused tardy | TU | 1.00 |
| 7 | Other | Field Trip | OF | 1.00 |

? Cancel Done

- Attendance options can be edited only in the Class Options window (Attend. tab).
- You can change items at any time, but it is best not to change items that are being used unless you simply change a name to a synonym.
- You should never remove items in use, or change their position.
- Each term of a class should have the same attendance codes. When attendance is combined across terms, it is matched using the codes.
- Elementary teachers can use just one class for attendance each term because the multi-class progress report will automatically find that class when compiling the report.

Setting Calendar Options

Calendar Options allow you to set the days that the class meets, the starting and ending dates and no-school days. A calendar only needs to be set if attendance will be taken.

- Calendar options can be edited only in the Class Options window.
- Set your calendar carefully. Once student attendance data has been added to a class, you will be able to change neither the days that the class meets nor the first day of the term.

Setting Combine Term Options

In Easy Grade Pro, each term of a class is actually a separate and distinct class within the gradebook. For example, let's say an instructor will be teaching *Chemistry* for two quarters. To add the class to the gradebook, the instructor opens the Records window, types the name of the class and adds two check marks in the Terms column. Easy Grade Pro will actually add two classes to the gradebook: *Quarter 1: Chemistry* and *Quarter 2: Chemistry*.

There are several benefits to having each term as a separate class. Grade scales, categories and other options can be changed in one term without data in prior terms being inadvertently changed or regraded. Students can be removed from one term without losing their data in earlier terms. Switching classes is faster because class data are smaller.

The Combine Term options are used to combine data in one or more prior-term classes with the current class. When terms are combined, Easy Grade Pro goes to each of the prior-term classes set in the Class Options window and tries to match the students. Whenever a match is found, the student's points, grade and attendance data *for that term* are copied to and combined with the current class using the combining method that has been set.

-
- Combine Term options can be edited only in the Class Options window.
 - Choose *Combine grades using weights* to ensure that each term has a set value. Don't use this method unless you are at or near the end of the current term because temporary grade distortions can occur when the current term has only a few assignments.
 - Choose *Combine grades using points* if you want the current term to be a direct continuation of the prior term or if you want the sum of the points in a term to determine the weight of the term. This option is not available if any of the classes being combined uses *score category weighting*.
 - You may choose to match the students by ID or student name. *Each student's ID number or name must be identical in all terms.*
 - Select the prior-term classes by pressing on the menus below the name of the current class. When selecting classes, *ignore all combining that may have occurred earlier in the year.* Select *ALL* classes that you want combined even if one of the classes already has prior-term data combined with it.
 - Enter the term weights as desired. If you want reports to display individual terms without combining the term grades, use 100% for the current term and 0% for others.

What do I do when a student doesn't match?

When terms are combined, a window will always appear listing any students that could not be matched. If a student didn't match but should have, it is probably because the student's name or ID number is different. You'll have to change the name or ID in the affected class and then, from the current-term class, choose *Recombine Terms* from the Tool menu.

How is a class changed by using combine term options?

After combining, the overall grades and attendance totals found in charts, summaries and reports reflect all combined terms. In the scores and attendance charts, special columns can be added adjacent to the column of student names that show data from individual terms. (See Chapter 8, "The Score Chart".) Many reports and summaries will display multi-term data automatically or as an option.

How often do I need to combine terms?

You usually do not need to set term options more than once in a term for a class. Whenever you enter a score or attendance mark in your current class, Easy Grade Pro calculates new totals that include the copied, prior-term data. However, *if you make changes to grades or attendance data in any of the prior term classes, you should recombine the terms to bring the updated data into your current term* (see the next section to learn how).

How do I recombine terms?

Recombining terms causes Easy Grade Pro to go back to each class that is combined with your current class and recopy the grades and attendance data. This is used whenever the current copied grades or attendance data are not complete or not current. To recombine the data, choose *Recombine Terms* from the Tool menu.

How do I ~~un~~-combine terms?

You may occasionally want to combine terms just long enough to print certain reports. To later un-combine terms, open the Class Options window to the Term view. Press on each prior term class listed in this window and choose *None* in the menu that appears. When you exit from this window, your class will be un-combined.

Setting Seat Format Options

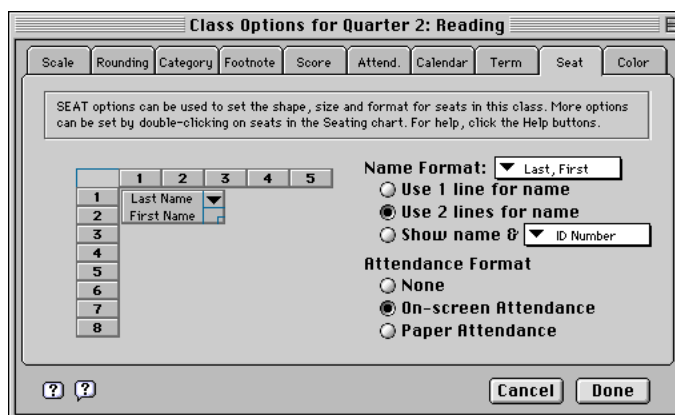
Can I combine a class that has a class combined with it?

There might be some question about which classes to select and what weights to use if a prior-term class has a class combined with it. For example, let's say that at the end of Semester 2 you combined Semesters 1 and 2. Now it is the end of Semester 3 and you want to combine all three terms. What should you do? Here is the rule to follow: *when setting Combine Term options, ignore all combining that may have occurred earlier in the year.* You should combine Semesters 1, 2 and 3, and if you want them weighted equally, use 33.3%, 33.3% and 33.4% for the weights.

I have to include a weighted final exam. What do I do?

When a final exam must be weighted with one or more other terms, the final exam should be treated in the same way as the terms. As an example, you might set up your terms in the Records window as follows: Semester 1, Semester 2 and Final Exam. Your Final Exam will actually be a separate class within your gradebook. From within the Final Exam Class, you might set the combine term options as follows: Semester 1 - 40%, Semester 2 - 40% and Final Exam - 20%. The overall grades will be found in the Final Exam class.

If you plan to use the seating chart for a class, you can use the Seat Format options to set the size, shape, name and formats for all the seats.



- Seat Format options can be edited only in the Class Options window.
- To change the seat shape, drag the box at the lower-right corner of the sample seat.
- Use the buttons to set the name and attendance formats. These options affect all seats.
- If you would like to change the rotation, color or locked status of a seat, double-click on the seat in the actual seating chart. The format window will appear for that seat.

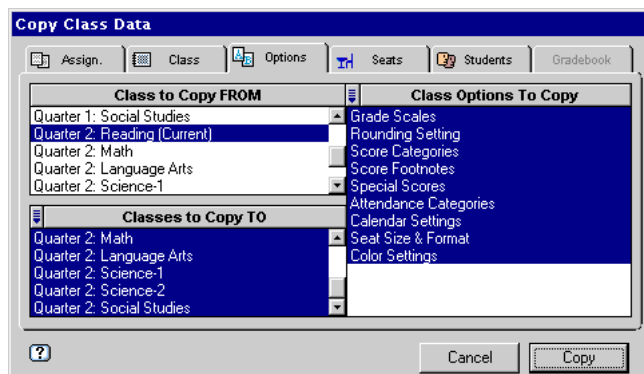
Setting Color Options

You can set the background and grid colors in the Class Options window. These colors are used in all charts, in bar graphs on the screen and in printed reports. If your computer is set to more than 256 colors, you can click the small buttons above the two sets of colors to open the standard color picker window where additional colors are available. If you choose one of these colors, it will be displayed in a small box next to the button.

How to copy options to other classes

It is easy to copy some or all of the options in one class to other classes using the Copy Class Data window. Choose Copy from the Tool menu or click the Copy Class Data tool and select the Options tab. In the upper-left list, select the class to copy from. In the lower-left list,

select the class(es) to copy to. Select the options you wish to copy and click Copy. Use caution in copying class options: you might accidentally copy options that you don't want copied, causing unintentional changes to occur.



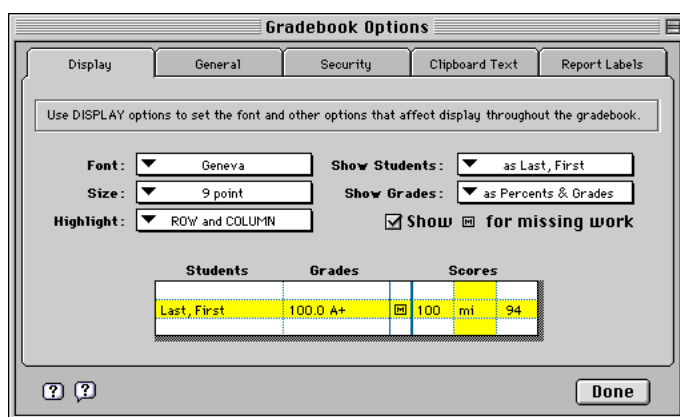
Copy Class Data Tool


Note: This ends the last section on Class Options. The remainder of this chapter explains Gradebook Options and tools that affect the entire gradebook.

Gradebook Options

Display Options include font, font size, column and row highlighting, student name order, and other items that affect the display in the five main charts. These can be edited only in the Gradebook Options window.

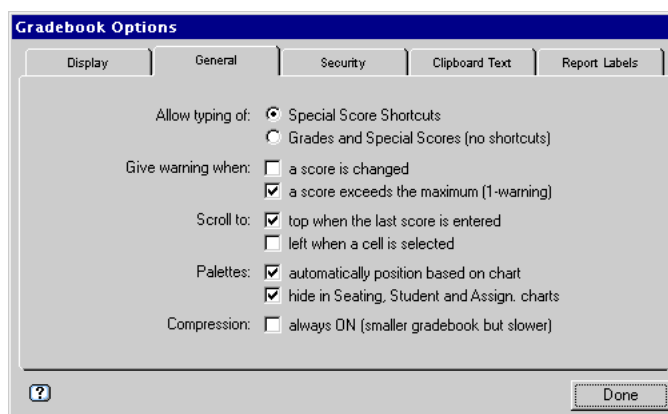
Setting Display Options



- The *Font* and *Size* menus affect display in the main charts and the text in the Summaries and Score Notes windows.
- The *Highlight* menu items control how a column and row are highlighted whenever a cell is selected in one of the charts.
- The *Show Students* menu allows you to set the order of a student's first and last names in most charts and reports. (This menu does not affect the seating chart.)
- The *Show Grades* menu allows you to set the display of grades (not scores) in the charts. It has no effect on student reports (which have their own Show Grades menus).
- The *Show  for missing work* option causes an *M* to be drawn in the score chart for each student that has at least one score that counts as missing.

Setting General Options

General Options control the behavior of typing, warnings, scrolling, the movement of palettes and compression. These can be edited only in the Gradebook Options window.



- The *Allow typing of Special Score Shortcuts* option allows you to use the single-key special score shortcuts set in the Class Options window.
- The *Allow typing of Grades and Special Scores* option allows you to type grades and special score codes directly into scores cells in the score chart.
- The *Give warning when a score is changed* option allows you to be given a warning when a non-blank score is changed. This can help minimize accidental changes.
- The *Give warning when a score exceeds the maximum* option allows you to be given a warning the first time a score is entered which exceeds the assignment's maximum.
- The *Scroll to top when the last score is entered* option makes it easier to enter scores from a paper gradebook without having to do any scrolling. When a score is entered for the last student, Easy Grade Pro will scroll up to the first student on the next assignment.
- The *Scroll to left when a cell is selected* option causes Easy Grade Pro to scroll the selected item to the left. (This affects all charts but seating.)
- The *Palettes: automatically position based on chart* option causes the floating tool palette and the mini-summary window to automatically move up or down, based on the chart. Palettes move up in the score and attendance charts, and down in the others.
- The *Palettes: hide in Seating, Student & Assign. charts* option causes the floating tool palette and the mini-summary window to automatically close (disappear) whenever moving to the seating, student and assignments charts.
- Use the *Compression* option to cause each class to be compressed during automatic saving. The class will take up less space but will take more time to save. To compress the entire gradebook, choose Compress from the File menu.

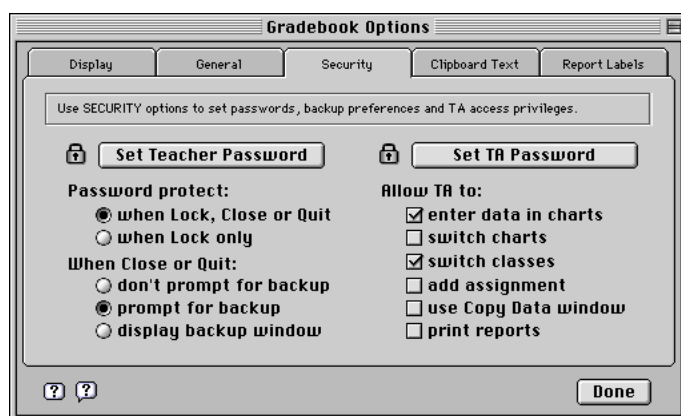
Setting Security Options

Security Options include teacher and TA passwords, backup preferences and TA access privileges. These can be edited only in the Gradebook Options window.

- Use the *Set Teacher Password* button to open a window where the teacher password can be entered or changed. This password is used to gain full access to a gradebook.
- Use the *Set TA Password* button to open a window where the TA password can be entered or changed. This password is used to gain limited access to a gradebook.
- The *Password Protect...* options allow you to set whether the gradebook becomes locked whenever you quit or only if you choose Lock.
- The *When Close or Quit...* options allow you to control the type of backup prompt that

appears whenever you quit or close your gradebook.

- The *Allow TA to...* options are used to set access privileges for a TA. The TA mode allows you to give access to another person while still protecting your gradebook and student privacy rights. The teacher password is required to turn off the TA mode.



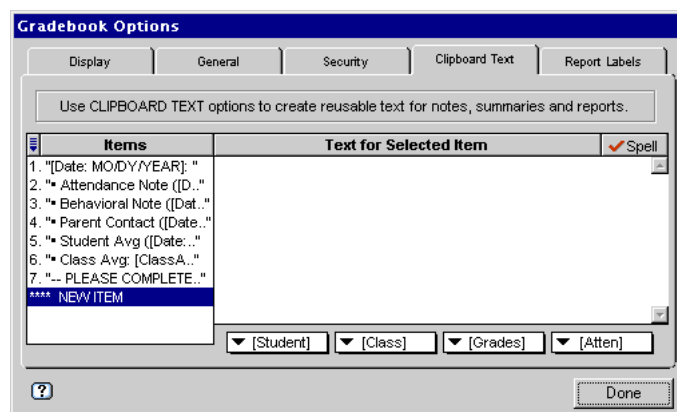
Clipboard text items are stored sentences and paragraphs that can be pasted into score notes, summary notes and student reports. There is no limit to the number of clipboard text items and each has a 32,000 keystroke limit. Numerous variables can be added to the text; Easy Grade Pro completes the variables with student data at the time the text is printed or pasted into notes. A 50,000-word dictionary is available.

Clipboard text can be created, edited and stored only in the Clipboard Text view of the Gradebook Options window. This can be opened from the Edit menu and by selecting the Clipboard tool found in all text windows.

Setting Clipboard Text Options

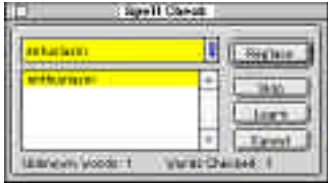


Clipboard Tool



- To edit a text item, first select it in the left list. The full text will appear to the right.
- To create a new text item, select the last list item titled *NEW ITEM*. Then type the text.
- To delete or duplicate an item, press on the small blue arrow above the list of items.
- You can use all basic editing commands on the text.
- Use the four menus below the text to add text variables. You may need to put a space before and after each variable to ensure proper spacing when Easy Grade Pro later substitutes the variable with student data.
- Click the Spell button to bring up the Spell Check window (described next).

Using the Spell Check Window

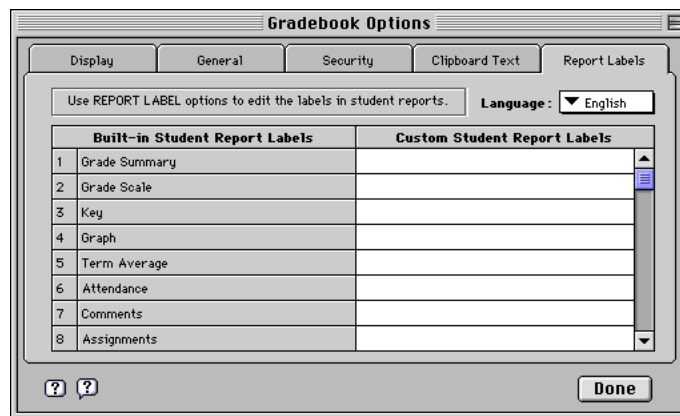


Setting Report Label Options

Click the Spell tool in the Clipboard Options, Score Note, Summaries or the Report Text Options window to bring up the Spell Check window. This function will check your text. If it finds an unknown word, it will display the word with possible replacements. A column of buttons appears to the right.

- Click Replace to change the unknown word to the selected word from the dictionary.
- Click Skip for words that you know are correct but don't want added to the dictionary.
- Click Learn for words that you know are correct and do want added to the user dictionary.
- Press on the blue arrow to turn Smart Typing on and off. Smart Typing allows you to type a word in an attempt to find the correct spelling. As you type, the spell checker will try to complete it for you.
- Click Cancel to stop the checking of words.
- Note that the numbers of unknown and checked words appear at the bottom.

Report Label options allow you to change the titles and labels used in student reports. Easy Grade Pro has labels in three different languages (English, French and Spanish) and each can be customized. You can even create labels for a fourth language of your choice. Report labels can be edited only in the Gradebook Options window which can be opened from the Edit menu and from the Print Reports window using the Labels button.



- Begin by using the Language menu to set the language you wish to customize.
- Use the last menu item to add your own language or to add an alternate set of labels.
- Use the Records window or the student chart to assign a language to a student.
- The built-in label will be used unless you enter your own.

Setting Tool Options

From the Edit menu you can access options for four special tools. These tools include the tool bar, tabs, tool palette, and mini-summary window. In Chapter 2 you'll find a Quick Reference sheet which describes the tool bar and tabs in detail.

- The tool bar includes a Class Menu, tools and click buttons along the top portion of the screen. *Macintosh:* It can only be used on monitors with resolution of at least 640 x 480.
- The tabs are found above the tool bar and allow you to quickly navigate the five charts.
- The tool palette is like the tool bar but is a small floating window. It can be used on all monitors regardless of resolution but cannot be used at the same time as the tool bar.
- To relocate a tool on the tool bar or palette, press on it and drag to the new location. To change a tool, press and hold until a menu appears. Then choose the new tool.
- The Mini-summary is a small floating window which provides summary information as you work and also allows you to view score notes and add footnotes.

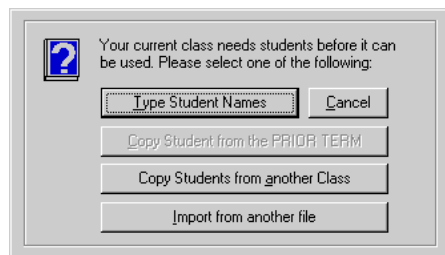


Chapter 6

Students

This chapter explains how to add, copy, sort, edit, withdraw, delete and transfer students.

Whenever a class without students is displayed, a window appears (shown below) requesting that you choose how students are to be added to the class.



- You shouldn't select the *Type Student Names* button unless it is your only option, because it is the most time-consuming of all options.
- Whenever possible, click the *Copy Students from the PRIOR TERM* button because the students will instantly appear without any more effort on your part. And this will ensure that student names are the same in each class.
- The *Copy Students from another Class* button should be your second choice. If clicked, the Copy Class Data window will open allowing you to copy students.
- If you have access to another Easy Grade Pro gradebook or a TEXT file with the right students, you can click the *Import from another file* button.

1 Open the Records window to the first empty student record.

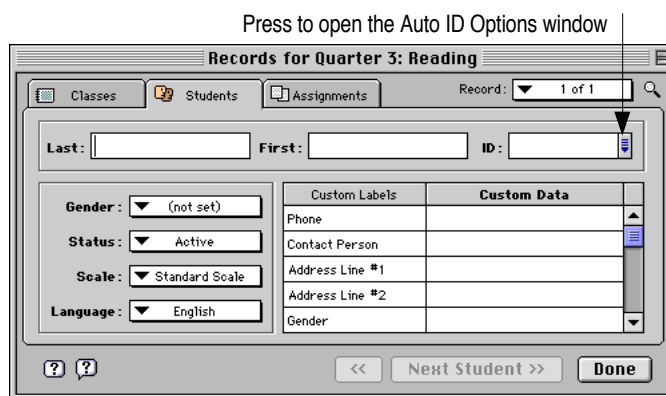
There are four ways to open this window so that it automatically displays the first empty student record: 1) click the Type Student Names button (shown in the last section); 2) select Add Student from the Tool menu; 3) click the Add Student button in the score, attendance or student charts; or 4) click the Add Student button on the tool bar.

A class without students

How to add students by typing



Add Student Tool



2 Type the last name and press tab. Type the first name and press tab.

Notice that after both names are typed, the Next Student >> button that leads to the next record becomes framed. Any framed button can be selected by pressing enter. After the names have been entered, you can move to the next student by pressing enter. Be careful because once you have entered the student's last and first names, *if you press enter intending to move down to the next field in this record, you will actually move to the next student's record*. If this happens, click the << button.

3 (Optional) Enter the ID by typing or have it set automatically. Press tab.

The small button after the ID number field opens a window where automatic ID numbers can be set.

4 (Optional) Set the student's gender.

Gender is used in custom filters and in clipboard text.

5 (Optional) Change the student's status.

You may choose between *Active*, *WD (grayed)* (withdrawn and grayed in the charts) and *WD (hidden)* (withdrawn and hidden in the charts).

6 (Optional) Change the student's grade scale.

Easy Grade Pro will automatically assign the first grade scale to a new student.

7 (Optional) Change the student's report language.

This option affects the titles and labels used in progress and missing work reports. You can select English, Spanish, French or a user-specified language. The labels can be edited in the Gradebook Options window.

8 (Optional) Edit the Custom Labels and add Custom Data.

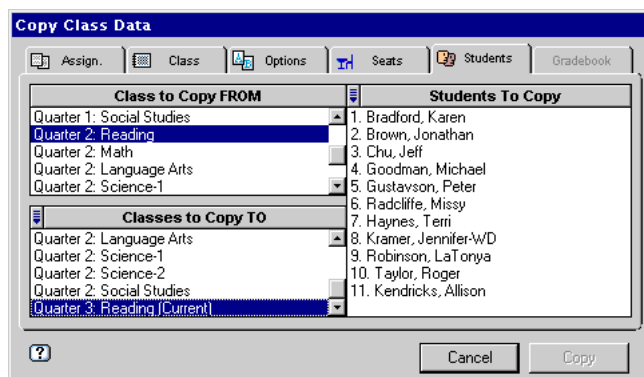
There are twelve text fields. You can set the labels of these fields as well as enter any kind of information. You might include phone number, parent name, address (to be used in mailing labels), reading group, etc. Changes made to these labels will apply to *all* classes within a gradebook but the data are unique to each class.

9 Press enter to move to the next student.

Whenever possible, copy students from one class to another rather than type student names. It's faster and ensures that the names and other data are identical.

1 Open the Copy Class Data window.

To do this, click the Copy tool or choose Copy from the Tool menu.



2 Select the Students tab. In the upper-left list, select the class to copy from. In the lower-left list, select the class(es) to copy to.

3 Select the students you wish to copy and click the Copy button.

After clicking, the students will be copied to the selected classes.

At any time, you can view, edit or add data to a student record. You may wish to modify the name, change the student status or make some other changes.

To make changes, choose Records from the Chart menu or click the Records tool. Click the Students tab and make the desired changes.

Easy Grade Pro gives you complete control over the order of students in a class. There are three general ways to change student order: sorting, dragging and editing.

Sorting Students

You can sort your students by last name, first name and several other ways using the items in the View menu. You can also sort students using the Sort tool on the tool bar. This tool sorts student by name in the scores, attendance and students charts. In the seating chart, it sorts students randomly.

Dragging to Change Student Order

In most charts you can change student location simply by pressing on the student's name and dragging. The example below illustrates this in the score chart.

1 Press on the *student's name*.

A frame will appear around the row.

2 Drag up or down to the desired location. Release the button.

As you drag, the frame will move from row to row. After releasing, the row will be

How to copy students to other classes



Copy Tool

How to make changes to a student record



Records Tool

How to change student order



Sort Tool

automatically cut from the prior location and pasted into the new location.

| ▼ | 11 of 11 Students | Rank | Overall | ▼ | 50 | NG | 50 | 50 | 25 | 50 |
|----|---------------------|------|----------------|---|------|----|------|------|------|------|
| 1 | Bradford, Karen | 2 | 95.9 A | | 47.5 | cr | 47.5 | 47.5 | 21.2 | 45.7 |
| 2 | Brown, Jonathan | 4 | 93.5 A | | 44.2 | cr | 44.2 | 40.7 | 21.2 | 42.5 |
| 3 | Chu, Jeff | 3 | 95.7 A | | 50 | cr | 47.5 | 47.5 | 25 | 42.5 |
| 4 | Goodman, Michael | 8 | 86.8 B | | 50 | cr | 40.7 | 40.7 | 19.6 | cr |
| 5 | Gustavson, Peter | 7 | 89.9 Satisf... | | 45.7 | mi | 39.2 | 39.2 | 20.3 | 39.2 |
| 6 | Haynes, Terri | 10 | 68.5 D | | 39.2 | cr | 47.5 | mi | 17.8 | 32.5 |
| 7 | Kramer, Jennifer-WD | | 55.9 F | | 39.2 | cr | 47.5 | 50 | mi | 35.7 |
| 8 | Radcliffe, Missy | 1 | 97.2 A+ | | 50 | | 50 | 50 | 23.7 | 40.7 |
| 9 | Robinson, LaTonya | 5 | 92.6 A- | | 50 | cr | 40.7 | 40.7 | 21.2 | 45.7 |
| 10 | Taylor, Roger | 9 | 72.2 C- | | 39.2 | cr | 42.5 | ✓ | 18.7 | 37.5 |
| 11 | Kendricks, Allison | 6 | 91.0 A- | | 50 | cr | 42.5 | 45.7 | 20.3 | 39.2 |

Editing to Change Student Order

Basic editing can be used to move one or a group of students simultaneously.

1 Click the **row number** of the student to be moved.

After clicking, the student's row will be highlighted. You can select more than one row if you press on the row number and then drag up or down.

| ▼ | 11 of 11 Students | Rank | Overall | ▼ | 50 | NG | 50 | 50 | 25 | 50 |
|----|---------------------|------|----------------|---|------|----|------|------|------|------|
| 1 | Bradford, Karen | 2 | 95.9 A | | 47.5 | cr | 47.5 | 47.5 | 21.2 | 45.7 |
| 2 | Brown, Jonathan | 4 | 93.5 A | | 44.2 | cr | 44.2 | 40.7 | 21.2 | 42.5 |
| 3 | Gustavson, Peter | 7 | 89.9 Satisf... | | 45.7 | mi | 39.2 | 39.2 | 20.3 | 39.2 |
| 4 | Chu, Jeff | 3 | 95.7 A | | 50 | cr | 47.5 | 47.5 | 25 | 42.5 |
| 5 | Goodman, Michael | 8 | 86.8 B | | 50 | cr | 40.7 | 40.7 | 19.6 | cr |
| 6 | Haynes, Terri | 10 | 68.5 D | | 39.2 | cr | 47.5 | mi | 17.8 | 32.5 |
| 7 | Kramer, Jennifer-WD | | 55.9 F | | 39.2 | cr | 47.5 | 50 | mi | 35.7 |
| 8 | Radcliffe, Missy | 1 | 97.2 A+ | | 50 | | 50 | 50 | 23.7 | 40.7 |
| 9 | Robinson, LaTonya | 5 | 92.6 A- | | 50 | cr | 40.7 | 40.7 | 21.2 | 45.7 |
| 10 | Taylor, Roger | 9 | 72.2 C- | | 39.2 | cr | 42.5 | ✓ | 18.7 | 37.5 |
| 11 | Kendricks, Allison | 6 | 91.0 A- | | 50 | cr | 42.5 | 45.7 | 20.3 | 39.2 |

2 Select **Cut** from the **Edit** menu.

The row(s) will be removed and placed on the computer's clipboard.

3 Select the row where you would like the student(s) to be by clicking on a **single row number**.

You may select any currently used row or the row immediately following the last student in the current class, in another class, or even in another gradebook.

4 Select **Paste** from the **Edit** menu.

The row(s) will be pasted into the list. All students already in the list from the selected row on down will be moved to make room for the pasted student(s).

How to withdraw a student

Easy Grade Pro allows you to withdraw a student without removing the student from the class. When a student is withdrawn, you can elect to have the student hidden from the charts or just grayed. If a student is grayed in the scores or attendance charts, cells cannot be selected and data cannot be changed. The letters *WD* are appended to the name of a withdrawn student. When printing reports, withdrawn students will be skipped unless specifically chosen.

1 Open the student record for the withdrawing student.

The easiest way to do this is to double-click on the student's name in any of the charts (except the seating chart).

2 Use the status menu to select either **WD (grayed)** or **WD (hidden)**.

Use this menu to withdraw a student

3 Click Done to exit.

If you selected WD (hidden), the student will be removed from all charts. If you selected WD (grayed), the student will be removed from the seating chart but will be grayed in the other charts as shown below.

| | | | | | | | | | | |
|---|---------------------|----|------|----|------|----|------|----|------|------|
| 6 | Haynes, Terri | 10 | 68.5 | D | 39.2 | or | 47.5 | mi | 17.8 | 32.5 |
| 7 | Kramer, Jennifer-WD | | 55.9 | F | 39.2 | or | 47.5 | 50 | mi | 35.7 |
| 8 | Radcliffe, Missy | 1 | 97.2 | A+ | 50 | | 50 | 50 | 23.7 | 40.7 |

There are two ways to delete students: using editing and using the Delete window.

Deleting a Student by Editing

1 In a chart, select the student by clicking on the student's row number.

If you wish to delete a series of students, press on the first row number and then drag down to the last student.

2 Delete the selected student(s) using one of the following: 1) the Delete tool, 2) the delete key, or 3) Clear in the Edit menu.

You may need to repeat these steps in other classes.

How to delete a student



Delete Tool

Deleting a Student using the Delete Window

1 Choose Delete Student from the Tool menu.

This will open the Delete Records window, where any records can be deleted.

2 Select the student or students to be deleted from the list. Click Delete.

How to transfer a student

How you transfer a student depends on whether the assignments and calendars in the original class and the transfer class match exactly.

Transferring a Student when Classes Match

If the two classes match exactly (assignment order, assignment settings, calendar settings, score footnotes, etc.), it is easy to transfer a student using basic copy and paste. Simply select the student's row number in the score or student chart and choose Copy from the Edit menu. Then switch classes, select any row number and choose Paste from the Edit menu. This method is preferred because it not only transfers the student's name, scores and attendance data, but score notes, footnotes and summary notes as well.

Transferring a Student when Classes Do *Not* Match

Transferring a student is more difficult when the classes don't match. In this case, you may want to simply print out scores and attendance charts and retype the data into the proper columns. If the transfer class has different assignments or different settings, it may not be possible to retype all scores and maintain the student's transfer average.

In this case, you may want to simply add a new assignment column used solely to give the student a transfer grade. Here are some suggestions when doing this:

- Use an assignment name like *Tommy's Transfer Grade*.
- Set the assignment's maximum score to 100 since you will be transferring a percent.
- Set the assignment's points value to the sum of all the points currently in the class. This will ensure that the student's transfer grade has the same weight as all the assignments currently in the class. The Summaries window (Class or Student Grades views) can help determine the number of points possible from all assignments.
- Set the assignment's progress report option to *Include if student has score*. This ensures that the assignment will not appear on another student's progress report.
- In the score cell for this student, enter the student's transfer percent.
- If you use category weighting in the class, you may need to follow these steps for each of the categories instead of for the class as a whole.
- If you use category weighting and you want to transfer a student to a class in a term that has already ended, you may simply type the student's name in the transfer class and use the Lock Grade to enter and lock in the transfer percent. Refer to the section *Locking Grades* on page 8-8 for help. Note: this method should not be used in a class without category weighting if the class will be combined with other terms using points because it does not give the student meaningful points earned or points possible values.



Chapter 7

Assignments

In this chapter, you will learn how to add, copy, edit, sort, and delete assignments. At the end you'll find an explanation of how Easy Grade Pro calculates overall percents.

Assignments can be added to a class by typing, by copying from another class or by importing from a class in another gradebook. This section explains how to add assignments by typing.

1 Open the Records window to the first empty assignment record.

There are three ways to open this window so that it displays the first empty record: 1) select Add Assignment from the Tool menu, 2) click the Add Assignment button in the score or assignment charts or 3) click the Add Assignment tool on the tool bar.

Records for Quarter 2: Reading

Classes Students Assignments Record: 11 of 11

Name: Max. Score: 100 Points: 100

Category: Homework

Special Status: Normal

Display Scores: Raw Scores

Progress Report: Include if Student has Score

Note:

September - 1998

| S | M | T | W | T | F | S |
|----|----|----|----|----|---|---|
| | | 1 | 2 | 3 | 4 | |
| 7 | 8 | 9 | 10 | 11 | | |
| 14 | 15 | 16 | 17 | 18 | | |
| 21 | 22 | 23 | 24 | 25 | | |
| 28 | 29 | 30 | | | | |

<< Next Assign. >> Done

2 Type the assignment Name and press tab.

After typing the name, the Next Assignment >> button that leads to the next assignment record becomes framed. Any framed button can be selected by pressing enter. After the name has been entered, you can move on to the next assignment at any time by pressing enter. But be careful because once you have entered the name, *if you press enter intending to move to the next field in this record, you will actually move to the next record.* If this happens, click the << button.

How to add assignments



Add Assignment Tool

3 Type the assignment's Maximum Score and press tab.

Maximum score refers to the score that earns 100%. The maximum score is used only to determine the student's percent on the assignment. Here's the formula: $\text{percent} = (\text{student score} / \text{maximum score}) \times 100$. If a student's score is 15 and the maximum score is 20, Easy Grade Pro calculates $(15/20) \times 100$ and gets 75%. Note that maximum score has nothing to do with the assignment's weight. Also note that if the assignment is being used for extra credit or is a non-graded item, maximum score is ignored.

4 Type the assignment's Points and press tab.

The points, or *points possible* value, refers to the true value of the assignment. The higher the number, the greater the value of the assignment. It is used by Easy Grade Pro to determine the points earned out of the points possible. Here's the formula: $\text{points earned} = (\text{student percent}/100) \times \text{points possible}$. Using the example above in which the student earned a 75%, the student will earn 15 points if there are 20 points possible, 75 points if there are 100 points possible and 150 if there are 200 points possible. In its simplest form, a student's overall grade is based on the sum of the points earned on all assignments divided by the sum of the points possible.

What's your Grading Style?

For some teachers, the scores put on papers are not be the number of correct problems but the number of points earned. In this case, scores and points earned are the same thing. If you grade this way, when you add an assignment to your gradebook, you should set the maximum score and points to the same value. If, on the other hand, the scores you put on papers do not directly relate to the value of the assignments, when you add an assignment, you will probably set the maximum score and points to different values. You may want to use a points value of 100 for typical assignments, 50 for assignments that have half the typical value, 200 for assignments that are double, and so on.

5 Select the assignment's due date.

The calendar is initially set to the current date. If the date showing is not the current date, then the computer's clock may be improperly set or its battery may be dead. Your computer's manual can provide help with this. You can click on the dates, the month arrows and even the year to change the date.

6 Select the assignment's category.

The category is used in summaries, reports and in grading if categories are weighted.

7 Select the Special Status option.

Special status options include the following items:

- *Normal*. No special action is taken.
 - *Extra credit*. Any score entered for a student will increase the number of points the student has earned without increasing the number of points possible. In other words, the student's average will go up. Students without scores are unaffected.
 - *Can be dropped*. Easy Grade Pro will drop this assignment for a student if, by dropping it, the student's overall percent is improved more than by dropping any other assignment that can be dropped. On the score chart, a small letter *d* is always drawn next to a dropped score.
 - *Not for grade*. The assignment will not be included when determining grades. It can be used for recording items such as whether a progress report has been
-

returned. It can also be used to temporarily turn off a group of assignments so that they do not influence the overall grades. This is best done from the assignment chart.

- *(-)Negative Points.* Any score entered for a student will decrease the number of points the student has earned without decreasing the number of points possible, causing the student's average to go down. Students without scores are unaffected.

8 Select the Display Scores option.

Use this to specify whether the scores will appear as raw scores, percents or grades in the score chart. There is a small menu in the score chart that can override this setting, and force all assignments to be displayed as raw scores, percents or grades.

9 Select the Progress Report option.

Progress report options include the following items:

- *Include Assignment.* The assignment will be included on every student's progress report whether the student has a score or not.
- *Include if Student has Score.* The assignment will be included only if the student has a score. This option allows you to add columns to your score chart that only apply to one or some students. If you use this for all assignments, a transfer student's progress report will not show assignments prior to the transfer.
- *Exclude Assignment.* The assignment will not be included in any progress report.

10(Optional) Enter text in the Note field.

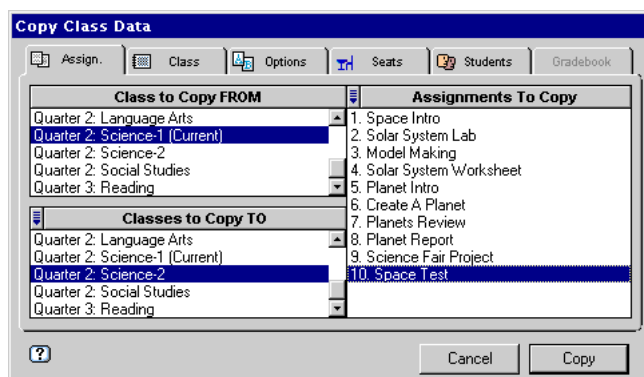
Text could include the assignment objective or purpose. It can also be used in conjunction with custom filters to allow you to show or hide the assignment based on any criteria that you choose.

11Select Next Assignment >> to move to the next assignment, if any. Then select Done.

Whenever possible, it is better to copy assignments from one class to another because it's faster and ensures that the assignments are identical.

1 Open the Copy Class Data window.

To do this, click the Copy tool or choose Copy from the Tool menu.



How to copy assignments to other classes



Copy Tool

How to make changes to an assignment record



Records Tool

How to change assignment order



Sort Tool

2 Select the Assignments tab. In the upper-left list, select the class to copy from. In the lower-left list, select the class(es) to copy to.

3 Select the assignments you wish to copy and click the Copy button.

After clicking, the assignments will be copied to the selected classes.

At any time, you can view, edit or add data to an assignment record. You may wish to modify the name, change the points or make some other changes.

To make changes, choose Records from the Chart menu or click the Records tool. Click the Assignments tab and make the desired changes.

Easy Grade Pro gives you complete control over the order of assignments in a class. There are three general ways to change order: sorting, dragging and editing.

Sorting Assignments

You can sort your assignments by date, category, and name using the items in the View menu. In the assignment chart, you can also sort assignments by date using the Sort tool on the tool bar.

Dragging to Change Assignment Order

In the score and assignment charts you can change assignment location simply by pressing on the assignment's name and dragging. The example below illustrates this in the assignment chart.

1 Press on the *assignment's name*.

A frame will appear around the row.

2 Drag up or down to the desired location. Release the button.

As you drag, the frame will move from row to row. After releasing, the row will be automatically cut from the prior location and pasted into the new location.

| | 10 of 10 Assignments | Max... | Points | Date | Category |
|---|-------------------------|--------|--------|----------|-----------|
| 1 | Literature Groups | 50 | 50 | 11/2/95 | Classwork |
| 2 | Literature Self-Study | 25 | 25 | 11/3/95 | Classwork |
| 3 | Play Practice | 50 | 50 | 11/10/95 | Classwork |
| 4 | Play | 50 | 50 | 11/16/95 | Test-Quiz |
| 5 | Reading Skills Practice | 25 | 25 | 11/17/95 | Classwork |
| 6 | Reading Test | 50 | 100 | 11/21/95 | Test-Quiz |
| 7 | Chart Lesson | 25 | 25 | 11/30/95 | Classwork |
| 8 | Journal Entries | 50 | 50 | 12/4/95 | Classwork |
| 9 | Level Test | 25 | 100 | 12/11/95 | Test-Quiz |

Editing to Change Assignment Order

Basic editing can be used to move one or a group of assignments simultaneously. This works in both the score and assignment charts but is illustrated below using the assignment chart.

1 Click the *row number* of the assignment to be moved.

After clicking, the assignment's row will be highlighted. You can select more than one row if you press on the row number and then drag up or down.

| ▼ | 10 of 10 Assignments | Max .. | Points | Date | Category | Status |
|----|-------------------------|--------|--------|----------|-----------|----------------|
| 1 | Literature Groups | 50 | 50 | 11/2/95 | Classwork | Normal |
| 2 | Literature Self-Study | 25 | 25 | 11/3/95 | Classwork | Not Graded |
| 3 | Play Practice | 50 | 50 | 11/10/95 | Classwork | Normal |
| 4 | Play | 50 | 50 | 11/16/95 | Test-Quiz | Normal |
| 5 | Reading Test | 50 | 100 | 11/21/95 | Test-Quiz | Can be dropped |
| 6 | Chart Lesson | 25 | 25 | 11/30/95 | Classwork | Normal |
| 7 | Reading Skills Practice | 25 | 25 | 11/17/95 | Classwork | Normal |
| 8 | Journal Entries | 50 | 50 | 12/4/95 | Classwork | Normal |
| 9 | Level Test | 25 | 100 | 12/11/95 | Test-Quiz | Can be dropped |
| 10 | Book Report | 50 | 50 | 12/15/95 | Homework | Normal |

2 Select Cut from the Edit menu.

The row(s) will be removed and placed on the computer's clipboard.

3 Select the row where you would like the assignment(s) to be by clicking on a single row number.

You may select any currently used row or the row immediately following the last assignment in the current class, in another class or even in another gradebook.

4 Select Paste from the Edit menu.

The row(s) will be pasted into the list. All assignments from the selected row on down will be moved to make room for the pasted assignment(s).

There are two ways to delete assignments: editing and using the Delete window.

Deleting a Assignment by Editing

1 Select the assignment by clicking on the assignment's column number (score chart) or row number (assignment chart).

The assignment will become highlighted. If you wish to delete a series of assignments, press on the first number and then drag to the last.

2 Delete the selected assignment(s) using one of the following: 1) the Delete tool, 2) the delete key, or 3) Clear in the Edit menu.



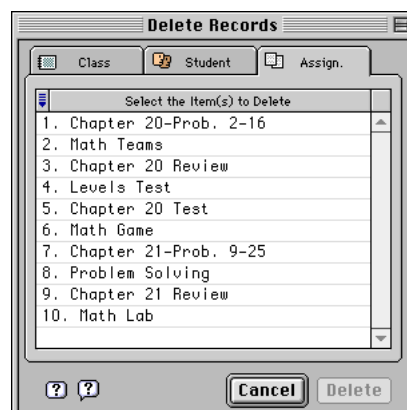
Delete Tool

Deleting a Assignment using the Delete Window

1 Choose Delete Assignment from the Tool menu.

This will open the Delete Records window, where any records can be deleted.

2 Select the assignment(s) to be deleted from the list. Click Delete.



How is a student's overall percent calculated?

At times you may wish to confirm Easy Grade Pro's calculations. Possibly, this will be at a student's or parent's request. The information here explains with examples how overall percents are calculated. We'll use the same five assignments in all examples as shown.

| Assignment Data | | | Student Data | | |
|------------------|------------|-----------------|--------------|------|---------------|
| Name | Max. Score | Points Possible | Score | % | Points Earned |
| Quiz 1 | 10 | 100 | 6.5 | 65% | 65 |
| Quiz 2 | 15 | 100 | 12 | 80% | 80 |
| Hwk 1 | 8 | 50 | 8 | 100% | 50 |
| Hwk 2 | 12 | 50 | 9 | 75% | 37.5 |
| extra credit hwk | --- | --- | 2 | --- | 2 |

Note that the *Max. Score* and *Points Possible* are taken from the assignments' records; the % is found by dividing the score by the maximum score; and the *Points Earned* is found by multiplying the percent by the points possible. By the way, you can print a progress report for a student with all these values and more. (In the Report Options window for the progress report, be sure to turn on the *Points Earned* options for the Grade Summary and Assignment Charts.)

Example 1: A Simple Situation

If category weighting is not used, Easy Grade Pro tabulates the number of points the student has earned and divides this by the sum of the points possible on the graded assignments. If there are extra credit or negative points, then these are added to the points earned value before dividing. Here's how:

1. Sum the points earned: $65 + 80 + 50 + 37.5 + 2 = 234.5$
2. Sum the points possible: $100 + 100 + 50 + 50 = 300$
3. Divide points earned by points possible: $234.5 / 300 = 78.17\%$

Example 2: Category Weighting

If category weighting is used, Easy Grade Pro goes through the calculations in Example 1 for each category. Then it weights the categories and combines them to produce the overall percent. In this example, the quiz category is weighted 60% and homework is weighted 40%.

1. Determine the quiz category percent: $(65+80) / (100+100) = 72.5\%$
2. Determine the homework category percent: $(50+37.5+2) / (50+50) = 89.5\%$
3. Weight the categories: $((72.5\% \times 60\%) + (89.5\% \times 40\%)) / (60\%+40\%) = 79.3\%$

Example 3: Combining Term Grades

What if one or more prior-term classes have been combined with the current class? What happens depends on whether the classes have been combined using points or weights.

If the terms have been combined using points, then it is a simple matter to sum all the points. For example, if the student above earned 234.5 out of 300 points this term and 222 out of 250 points last term, the student will have earned 456.5 out of 550 points or **83%**.

If the terms have been combined using weights and each term is worth 50% of the grade and the student earned a 79.3% this term and an 88.8% last term, then the student will have earned $((79.3\% \times 50\%) + (88.8\% \times 50\%)) / (50\% + 50\%)$ or **84.05%**.



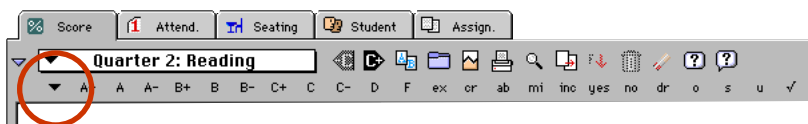
Chapter 8

The Score Chart

The score chart is where you'll likely spend most of your time while using Easy Grade Pro. The posting of student scores can be tedious and time-consuming, but Easy Grade Pro provides numerous tools to make this task fast. This chapter describes a variety of ways to enter scores, to add notes and to manipulate data using the score chart.

You can enter scores by typing, clicking, filling, editing and using the Change Score tool. When entering scores by typing, follow these guidelines:

- You can enter numbers from zero through 999.9.
- After typing a score, press return, enter or the down arrow key to move to the next cell.
- To move in another direction, use the tab, up, left and right arrow keys.
- *Macintosh*: To jump to any student, press *control* and the first letter of the student's name as it appears in the chart. Press them again to jump to the next occurrence.
- *Windows*: Right-click on any student or assignment name to display a contextual menu.
- To repeat a score (copy the score from the cell above), press the = key.
- To delete a score, press the delete key. To delete a group of scores, first select the cells by dragging from the first to the last, then press the delete key.
- You can type the single-key shortcuts for special scores if the *Allow typing of Special Score Shortcuts* option is selected in the Gradebook Options window.
- You can directly type grades and special scores if the *Allow typing of Grades and Special Scores* option is selected in the Gradebook Options window.
- You can switch between these two typing modes using the small menu to the left of the row of grades on the tool bar (shown below).



- If you type a score that is greater than the maximum score or if you change a non-blank score, a warning may appear if the warning options are turned on in the Gradebook Options window. These warnings can help minimize mistyping.

How to enter scores by typing

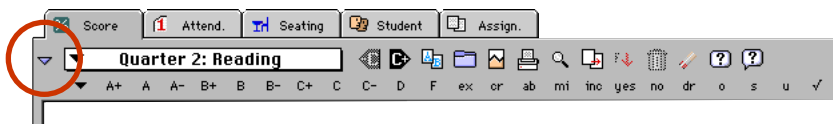
Blank Score Cells

In Easy Grade Pro, a blank score has no value and is completely ignored when calculations are made. This allows you to add assignments in advance without affecting grades. It also allows you to add assignments that are not meant for all students. An assignment can be excluded from progress reports when scores are blank using an option in the record window for the assignment. Blank scores can be included in filters such as the *Show Blanks* filter which hides all scores but blank ones. Don't think that you'll have to spend a lot of time filling in all the blanks with zeros; the Change Scores tool can easily change all blanks (or just some blanks) to zeros (or something else) with just a few clicks.

How to enter scores by clicking

You can enter scores by clicking on grade and special score buttons on the tool bar or palette. Follow these guidelines:

- The tool bar or palette must be visible. If not, choose Show Tool Bar or Show Tool Palette from the Edit menu. Note that you cannot have the tool bar and tool palette visible simultaneously.
- If the grade buttons are not visible on the tool bar, click the triangle (shown below) to the left of the class menu. (This triangle is not found on the tool palette because the grades buttons are always visible there.)



- To display grades, special scores or both, use the menu to the left of the first grade or score.
- The grades that are displayed are always based on the scale assigned to the student whose score cell is selected.
- When a grade is clicked, Easy Grade Pro will enter a raw score in the score cell based on the click value of the grade. The click value is set automatically to 100% for the top grade and to the middle of the grade's range for the rest. You can edit the click values for any grade scale in the Scale view of the Class Options window.
- After clicking, Easy Grade Pro will automatically scroll down to the next student.

How to enter scores by filling down/across



Fill Down Tool



Fill Across Tool

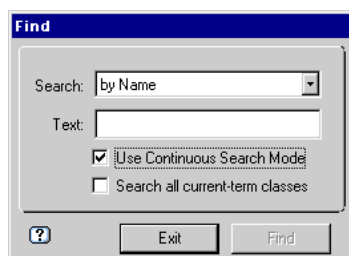
To *fill down* means to copy a score from a starting cell downwards to the last row. It is typically used when most of the scores on an assignment are the same. If there are a few scores that are different, they can be changed after filling down. Begin by selecting the starting cell. Type the score but do *not* press enter or else the score will no longer be selected. Finally, select the Fill Down tool or choose Fill Down from the Tool menu.

To *fill across* means to copy a grade from a starting cell across to the last column. It is normally used on a transferring student to apply the transfer grade to all assignments given prior to the transfer. Note that the grade, not the score, is filled across. Each assignment may have a different score but each will have the same grade value. Begin by selecting the starting cell. Type the score but do *not* press enter or else the score will no longer be selected. Finally, select the Fill Across tool or choose Fill Across from the Tool menu. An assignment whose special status is *Not for grade* is ignored during filling across.

By using the Find tool's *continuous search mode*, it is easy to enter scores directly from student papers -- even if the papers consist of an unsorted mixture of assignments, classes and students. Here's how:

1 Open the Find window.

There are two ways: 1) click the Find tool, or 2) choose Find from the Tool menu.



2 Choose *by Name* from the menu and select *Use Continuous Search Mode*.

By selecting continuous search mode, you are instructing Easy Grade Pro that you want to return to this window after every score is entered.

3 (Optional) If the stack of papers includes several classes, you may want to select *Search all current-term classes*.

If this is selected, Easy Grade Pro will search other classes if the student cannot be found in the current class. If you have the same student in multiple classes, you may wish to search using some other search field that you've set up for this purpose.

4 Click Exit or press enter to exit this window.

The window will close. You are now ready to begin entering scores.

5 Select the score cell for the first paper. Enter the score.

After you enter the grade, the Find window will reopen.

6 Enter a few letters of the name from the next paper.

After typing a few letters of the last name (or first name if the students are displayed with the first name before the last), Easy Grade Pro will attempt to complete the student's name for you.

7 Click Find or press enter.

Easy Grade Pro will find the student and select the score cell in the same column as before. If the wrong student is selected, click the Find Again tool, choose Find Again from the Tool menu or simply press enter twice. Easy Grade Pro will jump to the next matching student. If the selected cell is in the wrong assignment column, use the left or right arrow key to move to the correct column. Repeat this process until all scores have been entered.

8 When you are done, deselect *Continuous Search Mode* and click Exit.

The window will close and remain closed.

How to enter scores directly from student papers



Find Tool



Find Again Tool

How to edit scores

Easy Grade Pro allows you to use basic editing (cut, copy, and paste) on one or more scores. This allows you to copy scores from another program, such as a spreadsheet, into your gradebook. This also allows you to easily move a group of scores from one location in the chart to another. Maybe you entered some scores only to realize later that you were off by one student or assignment. This section explains how to move a group of mistyped scores.

- 1 Select the group of scores by pressing on the first score and dragging to the last one.**
- 2 Choose Cut from the Edit menu.**
The scores will be removed and placed on the computer's clipboard.
- 3 Select the new score cell where pasting will begin and choose Paste from the Edit menu.**

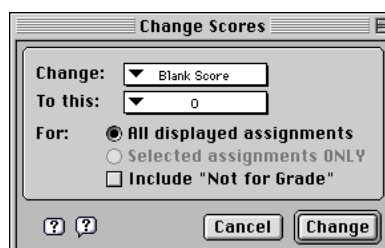
The Change Scores Tool



Change Score Tool

The Change Scores tool allows you to change all occurrences of a score to another score. It can be used to change all blank scores to zeros, or to change a score that counts as missing to something else. It can also be used to change all automatically dropped scores to manually dropped scores (*dr*) allowing you to drop more than one score per student. You can choose to change scores on all assignments, displayed assignments or just selected ones.

- 1 Open the Change Scores window.**
To open this window, either select the Change Score tool or choose Change Scores from the Tool menu.



- 2 Use the first menu to select the score to change.**
If you select *Text Score-->* from the menu, be sure to type a numeric score.
- 3 Use the second menu to select the new score.**
As before, if you select the last item in the menu, be sure to type a numeric score.
- 4 Select the range of assignments to be included.**
If you choose *All displayed assignments*, any assignments hidden by filters will not be affected. Choose *Selected assignments ONLY* if you selected at least one assignment column before opening the window.
- 5 (Optional) If you want scores on ungraded assignments to be included, select the *Include "Not for Grade"* item.**
The "Not for Grade" attribute is set in the record window for an assignment.
- 6 Click the Change button.**

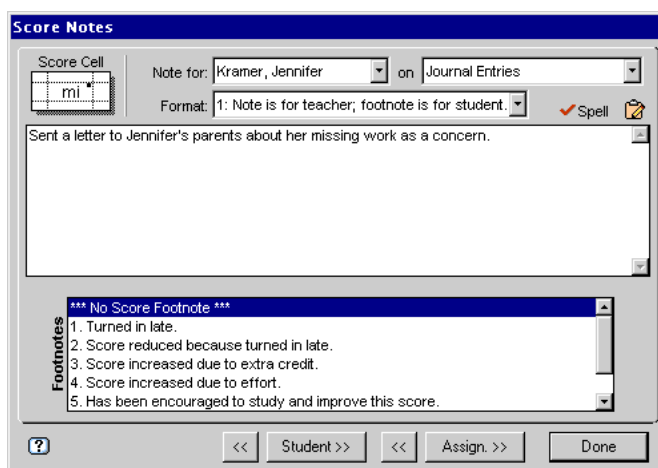
A footnote can be attached to a score to provide additional meaning about the score. Perhaps the assignment was turned in early or late. You can attach one of seven custom footnotes to a score. When a score has an attached footnote, a small number appears in the lower-left corner of the score cell (shown right). The actual text of a footnote can appear with the score in a student progress report. To define or edit a footnote, use the Class Options window.

There are several ways to attach or remove a footnote:

- 1 Double-click the score to open the Score Note window and select a footnote from a list. Select the first list item to delete a footnote.
- 2 Select the score and press option (Macintosh) or alt (Windows) and a number from 1 through 7. Press option-0 or alt-0 to delete a footnote.
- 3 Select the score and click on a footnote in the Mini-summary palette. If the palette is not visible, choose *Show Mini-sum.* from the Edit menu. Use the menu on the palette to display the list of footnotes. Select the first list item to delete a footnote.
- 4 *Windows*: Right click in a score cell and select the footnote from a contextual menu.

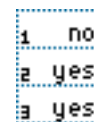
In addition to score footnotes, you may attach a unique textual note to any score. The note can provide some history or clarification about a score or the note can be used in place of a score. Perhaps the student could not be scored due to a language problem, or perhaps you wish to assess and record student performance in a different way. The note can be for your eyes only or can be included in student progress reports next to the score. A note can be a few words, sentences and even pages in length. A note can be stored, reused and can even include variables that are filled in automatically when the note is pasted into the window. A 50,000-word dictionary is available to help ensure the note is error-free.

To open the score note window, double-click on a student's score cell, click the Open Score Note tool or choose Open Score Note from the Tool menu.



Use the menus at the top to choose the student, the assignment and the note format. If you choose the first format *Note is for teacher; footnote is for student*, you also may attach a footnote to the score which can be included in a student progress report. The second format *Note is for student* and the third format *Note is for student in place of score* don't allow footnotes because a score in a progress report cannot have two notes attached.

How to add footnotes to scores



How to add text notes to scores



Open Score Note Tool

Score Cell



Score Cell



How to curve an assignment



Curve Tool

There is a sample score cell in the upper-left corner of the window which shows how the score cell changes based on what you do. If you add a note using the first or second formats, a small, black box appears in the upper-right corner of the cell. A footnote number may appear in the lower-left corner when using the first format. However, if you choose the third format, a picture of a notebook covers the score cell indicating that a score is not allowed.

The small icon of a clipboard in the window is a menu that allows you to store the selected part of your note to the Clipboard Text window, paste a stored note or open the Clipboard Text window (really the Gradebook Options window) where you can create or edit a note to be used later. Refer to the section *Setting Clipboard Text Options* on page 5-11 for help.

By clicking the Spell tool, the Spell Check window will open. For help in using this window, refer to the section *Using the Spell Check Window* on page 5-12.

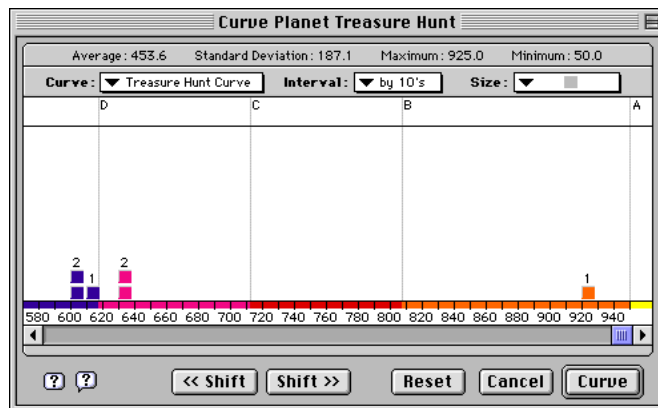
Occasionally, a set of scores on an assignment may have a distribution that is not what is desired. For example, maybe the assignment was too difficult causing the majority of students to do very poorly. Whatever the case may be, Easy Grade Pro allows you to curve or alter the distribution of scores to match your goals.

How to Curve: An Example

Because curving can be complex, this section explains how to curve using an example. *In this example, a group of twenty students was involved in a computerized treasure hunt. Although the maximum score possible was 950, the students earned scores ranging from 50 to 925. Using the teacher's normal grade scale, fourteen students failed, five earned D's and one earned an A+. This activity requires curving!* Here's how:

1 Open the curve window for the assignment.

To open this window, first select the assignment. Then click the Curve tool or choose Curve Assign. from the Tool menu.



This window provides a row of statistics at the top. Below this is a row of menus that are used to prepare for the curving. In the middle is a graph where the actual redistribution of grades occurs. The Shift buttons at the bottom can help with this task. When ready, the Curve button is clicked to initiate the actual curving on the score chart.

2 From the Curve menu, choose Create New Curve.

A window will open where grades can be listed and given values. Each value is not a minimum or cutoff percent like in a grade scale; rather, each is the percent of the assignment's maximum score that a student will receive for any given grade. *To keep things simple, the teacher decided to create a scale with only five grades. A student who ends up with an A will get 100% of the maximum score, a B will earn 85% and so on.* Be sure to give the curve a name. Then click the Create button. Note: if you already created a curve for another class or assignment, you can select it instead.

3 From the Interval menu, choose the desired interval for the graph.

The interval affects curving because all the scores in an interval are curved as a group. In general, you should use an interval value in proportion to the range of students. *Because the range of students is so great in this example, the teacher chose an interval value of 10. Notice that the graph interval marks are all multiples of 10.*

4 From the Size menu, choose the desired screen width for each interval.

The size does not affect curving -- only the readability of the graph. *The teacher chose the smallest size to minimize the length of the graph.*

5 Change the distribution of grades by dragging the vertical lines left and right to the desired locations and by clicking the two Shift buttons.

This is the step in which you control which students get which grades. *The teacher moved all the lines towards the left so that most students earned A's, B's and C's.*

There are special tools hidden in the graph as follows:

- To show the true percent or the curved percent of any grade bar, press on the grade label at the top of the bar. A menu will appear with options.
- To see the names of students and their curved percents, click on any box in the graph.

6 When ready, click the Curve button.

After clicking, Easy Grade Pro will give each student a score based on the percents in the curve scale. A new assignment column will be added to the score chart immediately after the curved assignment. The original column will still be present but will be set to non-grade status and exclusion from progress reports. If desired, it can be deleted but may be kept as a record of the original scores or used to re-curve the assignment again.

| New Curve | |
|--|----------------------------------|
| Curve Name: Treasure Hunt Curve | |
| Grades in Curve (in descending order) | Value of Grades (as percents) |
| 1 A | 100 |
| 2 B | 85 |
| 3 C | 75 |
| 4 D | 65 |
| 5 F | 30 |
| 6 | |

? ? Cancel Create

Scores in the score chart can be displayed as *raw scores*, *percents* and *grades*. Although an assignment's display is set in its record window, you can override this setting so that all are displayed as raw scores, percents or grades. Use the small menu on the score chart found next to the intersection of the first student row and the first assignment column.

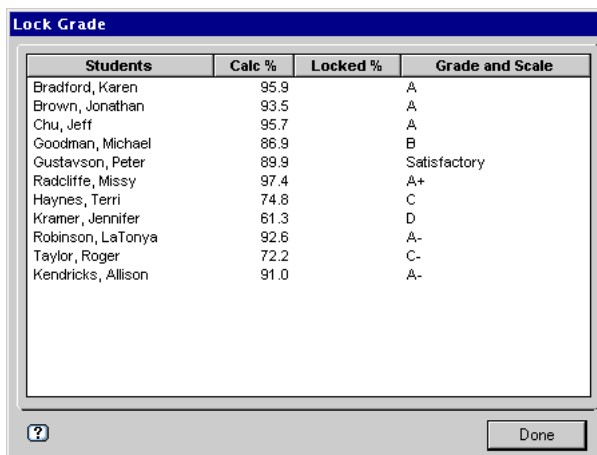
Press here

| Rank | Overall | 10 of 10 | Literatur | Classwork |
|------|---------|----------|-----------|-----------|
| 2 | 95.9 A | 50 | 47.5 | 44.2 |
| 4 | 93.5 A | | | |

Displaying scores

How to override and lock a grade

There may be times in which you want to override automatic grade calculations and change a student's overall grade. To do this, click on the small square after the student's grade on the score chart or choose Lock Grade from the Tool menu. The Lock Grade window will open.



To change a student's grade, type the new grade in the Locked% column. To change the grade scale, press in the *Grade and Scale* column. To unlock a grade, select the locked grade and press the delete key. After the window is closed, a small padlock will be drawn next to the displayed grade for any grade that has been locked (shown below).

| | | | | | | |
|---|-----------------|---|------------|--|------|----|
| 5 | Peter Gustavson | | 90.4 Out.. | | 45.7 | |
| 6 | Terri Haynes | 1 | 70.0 C- | | 39.2 | cr |
| 7 | Jennifer Kramer | | 54.3 F | | 39.2 | cr |

How to add extra credit

Extra credit can be added in two different ways: by increasing a score on a normal assignment or by adding an extra credit assignment.

Giving Extra Credit by Increasing a Score

With this method, simply add the desired number of points to the student's score. Typically, this will cause the student to receive a score that is greater than the maximum score for the assignment. When this happens, Easy Grade Pro may display a window asking if this is a mistake. Click the Correct Score button and continue. The warning will not reappear unless you leave and then return to this column.

Giving Extra Credit by Adding an Assignment

An assignment can be dedicated to providing extra credit if the *special status* attribute is set to Extra Credit in the record window for the assignment. To check the status of an existing assignment, double-click on the assignment's name. For help, refer to the section *How to add assignments by typing* on page 7-1.

Sometimes it can be difficult to know what score to enter for a student. It may be very helpful to open the student's summary window (double-click on the student's row number) and view the list of student grades. This displays the number of points possible and points earned by the student overall, in each category and on individual assignments. If you know what impact you would like the extra credit to have, the values in this window can help determine the score that should be typed.

Scores can be dropped in two different ways: manually and automatically.

Dropping Scores Manually

To drop a score manually, simply enter the special score *dr* into a score cell. This built-in special score stands for drop and has no value.

Dropping Scores Automatically

To have Easy Grade Pro drop scores automatically, you must choose the *Can be Dropped* special status attribute in the record window for one or more assignments.

Whenever any score is entered or changed in a class with assignments that can be dropped, Easy Grade Pro goes through a series of calculations to determine which score, if any, to drop for the student. It only looks at scores on assignments with the *Can be Dropped* status.

Which score is dropped? Surprisingly, it is often not the lowest score because the lowest score may be on an assignment with little point value or in a category with little weight. The score that is dropped is the one that, by being dropped, causes the student's average to increase the most. When a score is dropped, a small letter *d* is drawn in the upper-left corner of the score cell. As scores are entered, the *d* may move about, disappear and reappear.

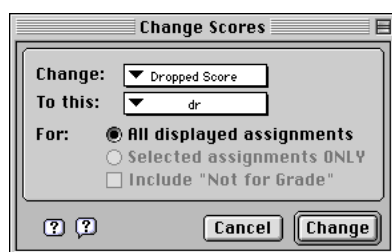
Because Easy Grade Pro drops scores in *real time* (as scores are entered), it can only drop one score automatically per student. However, it is possible to have more than one score automatically dropped if you use the Change Scores tool. Here's how:

1 Set the Special Status option to *Can be Dropped* on two or more assignments.

You can set this option in the record window for an assignment. Double-click on the assignment's name to open this window. You can set this option for several assignments using the assignment chart.

2 Open the Change Scores window.

To open this window, either select the Change Score tool or choose Change Scores from the Tool menu.



3 Set the first menu to *Dropped Score* and the second menu to *dr*.

This will cause Easy Grade Pro to change all automatically dropped scores to manually dropped scores on the assignments that you have chosen.

4 Click Change.

The small letter *d* is replaced by *dr*, and a new automatic drop calculation is made.

How to drop scores

| |
|-----------------------|
| <small>d</small> 39.2 |
| <small>d</small> 32.5 |
| 35.7 |
| <small>d</small> 40.7 |
| 45.7 |



Change Score Tool

How to add special data columns

| | |
|--------------------|-----------------|
| Add NEW Column | |
| Delete THIS Column | |
| Record Items | ✓ Student Name |
| Main Grades | ID Number |
| Term Grades | Gender |
| Category Grades | Phone |
| Overall Attendance | Contact Person |
| (Term Attendance | Address Line #1 |
| (Displayed Attend. | Address Line #2 |
| | Gender |
| | Reading Group |
| | Custom 7 |
| | Custom 8 |
| | Custom 9 |
| | Custom 10 |
| | Custom 11 |
| | Custom 12 |

The first set of columns in the score chart can be customized to suit your needs. Up to eight columns can be set to student name, grade, class rank, points, term grades, attendance and a variety of other things. In addition, the columns can be resized and arranged in any order. Follow these guidelines:

- The titles of the columns are actually menus that pop up and show lists of all the items that the column can display.
- To add a column, press on a column title and choose Add NEW Column. Then press on the new column's title and choose the desired content. Shortcut: select a menu item while pressing the option (Macintosh) or control (Windows) key to get a new column of the selected type.
- To delete a column, press on the column title and choose Delete THIS Column.
- To move a column to a new location, press on any data beneath the column's title. The cursor will change to a hand. Drag left or right. Note: this does not work with the column that contains student names because this location is used to drag a student's row up or down. To move the student name column, drag the other columns around it.
- To resize a column, press on the vertical line after the title and drag left or right.

To relocate a column, press on the data and drag

| 11 of 11 Students | Rank | Overall |
|-------------------|------|------------|
| Karen Bradford | 2 | 95.9 A |
| Jonathan Brown | 4 | 93.5 A |
| Jeff Chu | 3 | 95.2 A |
| Michael Goodman | 8 | 87.4 B+ |
| Peter Gustavson | 7 | 90.4 Out.. |
| Terri Haynes | 10 | 70.0 C- |
| Jennifer Kramer | 11 | 54.3 F |
| Missy Radcliffe | 1 | 97.2 A+ |
| LaTonya Robinson | 5 | 92.6 A- |
| Roger Taylor | 9 | 72.2 C- |
| Allison Kendricks | 6 | 91.0 A- |
| ADD STUDENT + | | |

To resize a column, press on the line after the title and drag.

| 11 of 11 Students | Rank | Overall |
|-------------------|------|------------|
| Karen Bradford | 2 | 95.9 A |
| Jonathan Brown | 4 | 93.5 A |
| Jeff Chu | 3 | 95.2 A |
| Michael Goodman | 8 | 87.4 B+ |
| Peter Gustavson | 7 | 90.4 Out.. |
| Terri Haynes | 10 | 70.0 C- |
| Jennifer Kramer | 11 | 54.3 F |
| Missy Radcliffe | 1 | 97.2 A+ |
| LaTonya Robinson | 5 | 92.6 A- |
| Roger Taylor | 9 | 72.2 C- |
| Allison Kendricks | 6 | 91.0 A- |
| ADD STUDENT + | | |

How to resize assignment titles

The height of the rotated assignment titles can be customized. If your assignments' titles are long, you can give them more room in the score chart. If the titles are consistently short, you can take away some space so that more student rows can be shown on your screen. To resize the column height, press and drag the thick, horizontal line below the assignment titles.

| Play | Test-Q1 | Readir | Classw | Readir | Test-Q1 | Chart | Classw | Journ. | Classw | Level | Test-Q1 |
|------|---------|--------|--------|--------|---------|-------|--------|--------|--------|-------|---------|
| 50 | 25 | 50 | 25 | 50 | 25 | 50 | 25 | 50 | 25 | 50 | 25 |
| 47.5 | 21.2 | 45.7 | yes | 50 | 22.8 | 47.5 | 21.2 | 45.7 | yes | 50 | 22.8 |
| 40.7 | 21.2 | 42.5 | yes | 50 | 22.1 | 40.7 | 21.2 | 42.5 | yes | 50 | 22.1 |
| 47.5 | 25 | 42.5 | yes | 50 | 21.2 | 47.5 | 25 | 42.5 | yes | 50 | 21.2 |

← Press here and drag up or down

How to filter students, assignments and scores

Easy Grade Pro provides extensive tools for filtering the display of students, assignments and scores. Filters allow you to show and hide items so that your chart shows just what you want to see. Several reports allow you to include all data or just the data displayed in a chart. The rest of this section explains the different types of filters.

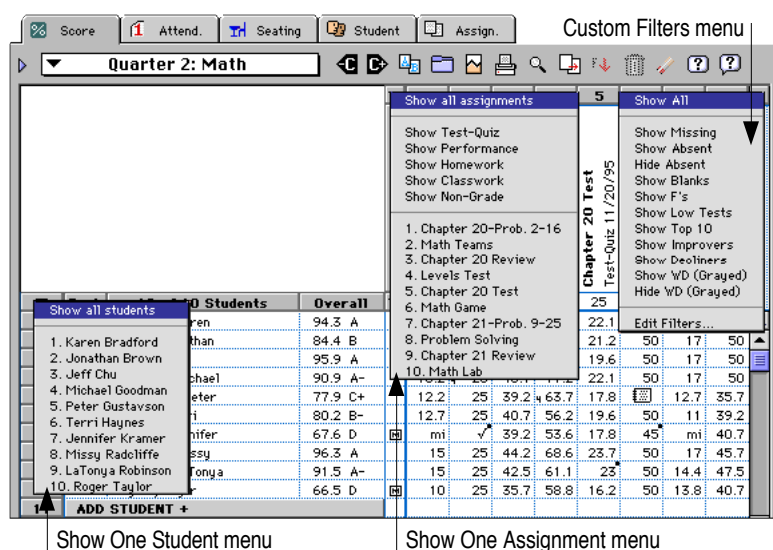
The Show Selected and Hide Selected Filters

After selecting one or more students or assignments (by clicking on row and column numbers), choose Show Selected or Hide Selected from the View menu to display just the desired items. This can be used to hide all assignments but the current ones or to show just failing students after sorting by grade. You may need to use Hide Selected more than once to show just the items you want. Choose Show All to “unhide” all items (except for students whose status is WD Hidden).

The Show One Filters

Above the first row number in the score chart is a small menu called the *Show One Student* menu that allows you to select and display a single student only. All other students become hidden. To the left of the first column number is a second menu called the *Show One Assignment* menu that allows you to select and show one assignment only. Both menus (shown below) cause Easy Grade Pro to switch to the *show one* mode in which the function of the scroll bars changes. The scroll bars scroll the students or assignments one at a time drawing each in the first position.

One of the best times to use the show one mode is during conferences when the privacy rights of students must be protected. The Find tool works in the show one mode allowing you to find any student or assignment and still never have more than one item visible.



The Show One Assignment menu also has category filters which allow you to display only assignments in a single category. This is great when assessing student performance in individual assignment categories.

The Custom Filters

To the right of the last visible column number is the custom filters menu (shown above). It holds filters that can show and hide students, assignments and scores simultaneously. For example, the *Show Missing* filter displays only students with missing work, assignments with missing scores and the missing scores. Custom filters can also be selected using the View menu. Note: to select a filter using the keyboard, you must press shift-command-filter key (Macintosh) or shift-control-filter key (Windows). All of the filters in this menu can be edited, deleted and reordered. The next section explains how to create custom filters.

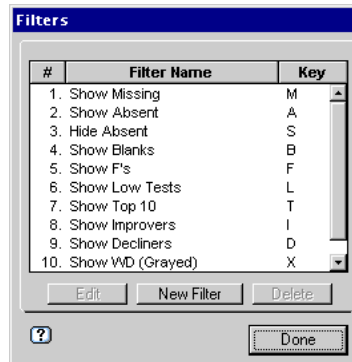
How to create a custom filter



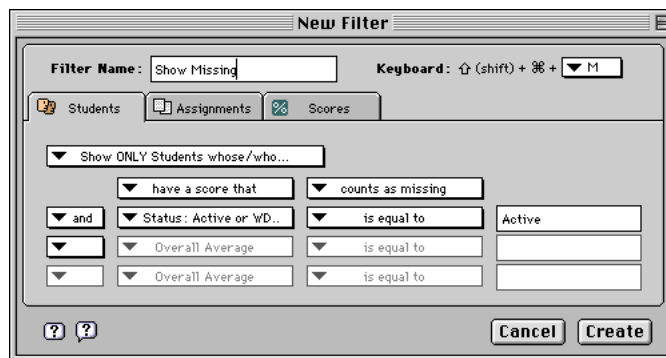
Filters Tool

You can create filters to show just the students, assignments and scores you want to see. Filters can be used in all charts but the seating chart. Before creating your own filter, you should study the built-in filters to see how they were set up. Choose Edit filters from the View menu. In the window that appears, select a filter and click the Edit button.

To create your own filter, first open the Filters window using the Filters tool or by choosing Edit Filters from the View menu. (To change the order of filters, press and drag names.)



Click the New Filter button to open the New Filter window (shown below).



Follow these guidelines when creating a filter:

- Put a short but clear name in the Filter Name field at the top. It will be placed in the View and Custom Filters menus and can be selected in all charts but the seating chart.
- (Optional) Use the Keyboard menu to select a unique key to be used with shift and command (Macintosh) or control (Windows) to activate your filter.
- Your filter may contain individual filters for students, assignments and scores. Use the tabs to switch between these three filters.
- Each filter consists of from one to four rules. The rules can be connected using *and* and *or* found in the small menus to the left of all rules but the first. *And* connects two rules so that they must both be met while *or* allows either rule to be sufficient.
- Each rule consists of a subject and a condition that are selected using menus. Depending on the type of condition, the rule may or may not have an object that must be completed by typing letters or words into a text field. Case is not important.
- Be sure to test your filter; you may find that it needs refinement to work properly.
- Note: filters have no effect on students whose status is WD (hidden).



Chapter 9

The Other Charts

Although the score chart is the most comprehensive of the five charts, the attendance, seating, student and assignment charts share many of its tools and offer a variety of new ones. This chapter describes the other charts. Be sure to refer to the Quick Reference sheets in Chapter 2 for detailed, concise information on all the charts.

Many of the tools and techniques found in the score chart can also be used in the other charts. Some of these are...

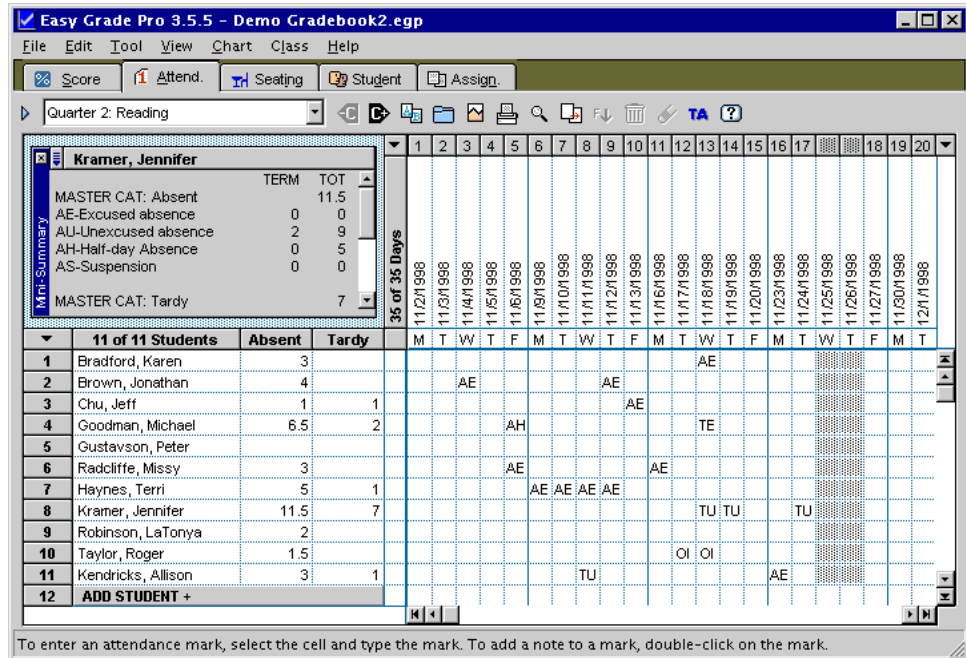
- After typing a score, press return, enter, or the down arrow to move to the next cell.
- To move in other directions, use the tab, up, left and right arrows.
- *Macintosh*: To quickly jump to any student (or assignment), press *control* and the first letter of the item's name as it appears in the chart. Press the keys again to jump to the next occurrence and so on.
- *Windows*: Right-click on a student or assignment name to display a contextual menu.
- To repeat an item (copy the data from the cell above), press the = key.
- To delete an item, press the delete key. To delete a group of items, first select the cells by dragging from the first to the last, then press the delete key.
- Fill down can be used in all charts but the seating chart. Fill across can be used in the score and attendance charts.
- The Find tool can be used to find students and assignments in any view.
- Editing (cut, copy, paste, clear) can be used in all charts.
- The order of items (students, assignments, seats, furniture) can be changed by sorting, dragging and editing in all the charts.
- Custom filters can be used in all the charts but the seating chart. The one-student and one-assignment views can be found in all appropriate charts.

The attendance chart allows you to view, record and edit attendance data for a single term. It uses a format very similar to the format found in the score chart. Before attendance data can be recorded, a class must have calendar and attendance options set in the Class Options window. Refer to the sections *Setting Attendance Category Options* (page 5-5) and *Setting*

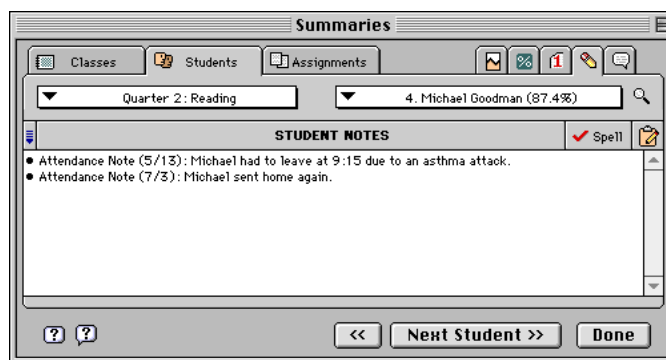
Tools common to all charts

The Attendance Chart

Calendar Options (page 5-6) for help. Use the following information to guide your use of the attendance chart.



- Each column represents a single date in the calendar for the class. No-school days are grayed and cannot be selected. When entering attendance data, Easy Grade Pro will automatically scroll over all no-school days.
- Note that each column number indicates the number of days into the term.
- You can enter the one- and two-character attendance codes by typing, clicking on marks on the tool bar, by filling down and across, or by using the Find tool.
- To add a note to an attendance mark, first double-click on a cell to open the student note view of the Summaries window. Tools in this window allow you to quickly add dates.



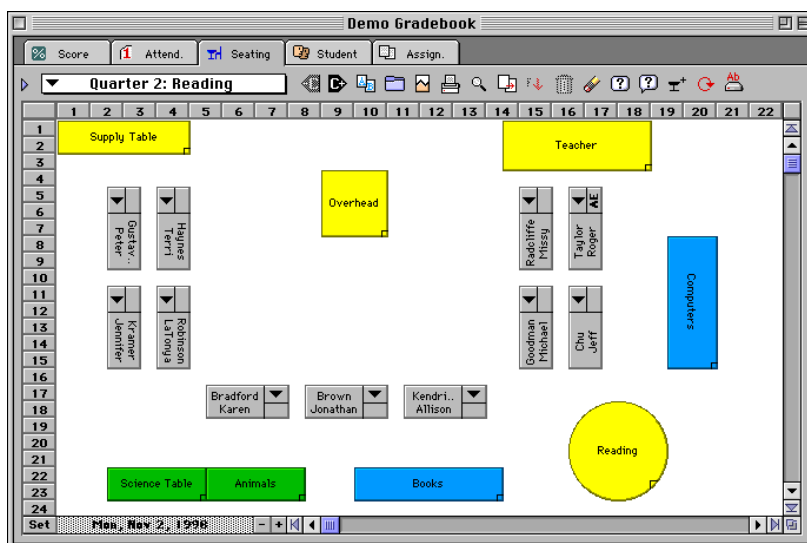
- Elementary teachers may choose to take attendance in a single class. The multi-class progress report will find the class with the greatest number of attendance marks for a student and use it when completing the attendance portion of the report.
- To filter the dates displayed in the chart, use the menu to the left of the first column number. You can choose between showing all days, the current day, current week, current month or a selected range of dates. If the current day, week or month is selected, the actual dates will automatically change at the right times.

- To quickly hide all dates but one, click on the date you wish to view. When only one date is visible, you may use the horizontal scroll bar to scroll through all dates while keeping only a single date visible at a time. To return to the normal view, click on the date again.
- You can use the Export Attendance tool to export one day's attendance over a network.
- The height of the rotated date titles can be customized. You can raise the titles so that more student rows can be shown on your screen. To resize the title height, press and drag the thick, horizontal line below the titles.

| | | | | | | | | | |
|---------|---------|---------|---------|---------|----------|----------|----------|----------|----------|
| 12/4/95 | 12/5/95 | 12/6/95 | 12/7/95 | 12/8/95 | 12/11/95 | 12/12/95 | 12/13/95 | 12/14/95 | 12/15/95 |
| M | T | W | T | F | M | T | W | T | F |
| OF | | | | | | | | | |

← Press here and drag up or down

You can set up a seating chart to match your classroom, furniture included. Students can be sorted into the seats randomly or in a variety of patterns. The arrangement of seats can be copied to and from any class. In addition, attendance can be taken directly from the seats. This section explains how to do all of this.

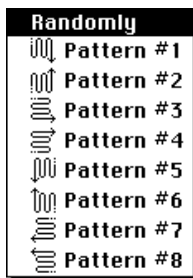


Setting up a seating chart

The first time the seating chart is entered, Easy Grade Pro automatically places the first 128 students into seats using a built-in arrangement. Most likely, this arrangement does not match your situation. Use the guidelines below to create your own structure.

- Use the Seat Format Options in the Class Options window to set the shape, size, name format and attendance format of all seats in a class. See page 5-8 for help.
- To move any seat, simply drag it to the desired location.
- To swap two students, drag the first seat on top of the other. If you are swapping students and one seat is rotated left or right and the other is not, be sure to drag the upper-left corner of the first seat to the upper-left corner of the second. The names and colors will be swapped; the orientation of the seats will not be swapped.

The Seating Chart

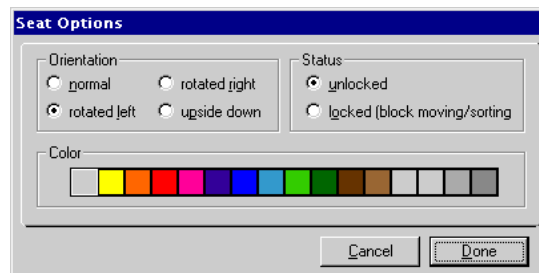


Sort Tool



Add Furniture Tool

- To move or swap a group of seats, first select the seats by clicking on each one while holding down the shift key. Another way to select multiple seats is by dragging a rectangle that encloses or touches all the seats. To move the group of seats, grab one and drag. All the selected seats will move with it.
- To deselect all selected seats, simply click on an empty place.
- Use the items in the View menu to sort seats randomly or to sort using one of eight patterns. The patterns use the order of the students in the Records window when placing the students into seats.
- To randomize your students, click the Sort tool or choose Randomly from the View menu. This tool, when used only once, ensures that every student moves to a new seat.
- To add furniture to a chart, choose Add Furniture from the Tool menu or click the Add Furniture tool.
- Furniture can be copied and pasted using the tools in the Edit menu.
- To set the color, rotation or locked status of a seat, double-click on the seat or select the seat and choose Seat Format from the Tool menu. The Seat Options window will open.



- A seat that is locked cannot be moved or sorted.
- To set the format or name of a piece of furniture, double-click on the item or select the item and choose Seat Format from the Tool menu. The Furniture Options window will open. To change the size, drag in the small rectangle in the lower corner of the item.
- To delete a piece of furniture, select the item and click the Delete tool or press delete.
- The structure of a seating chart and its furniture can be copied to and from classes within a gradebook. Choose Copy from the Tool menu. When furniture is copied from one class to another, it always replaces any furniture that the class might already have.

Taking attendance in a seating chart

Before a seating chart can be used for attendance, the class must have a calendar and attendance categories, and the seat format must be set to allow attendance. These can only be set in the calendar, attendance and seat views of the Class Options window. Choose Class Options from the Edit menu to open this window. Once these have been set, it is easy to take attendance from the seats. Use the guidelines that follow.

- The current date, if it is within the calendar for the class, will be displayed in the lower-left corner of the window. Use the Set, + and - buttons to switch to other dates. If the date is not the current date, it will be grayed. Attendance can be taken on any day.
- One way to take attendance is to use the menu in the upper part of each seat. A second way is to select seats and then click on an attendance code on the tool bar. No matter how attendance is taken, the attendance code is displayed in the seat.
- You can use the Export Attendance tool to export one day's attendance over a network.

The student chart and the Records window (students view) have a lot in common. Both display student names, ID numbers, gender, status, grade scale and twelve custom fields. While the Records window displays one student at a time, the student chart can display all students together. If you have a lot of student record data, the student chart is the better place to work with the data. Many of the tools found in the other charts, such as fill, cut and paste, find and filters are also available here.

| | 11 of 11 Students | ID | M/F | Status | Language | Grade Scale | Phone | Contact Person | Address |
|----|--------------------|------|-----|--------|----------|----------------|-------|----------------------|-------------|
| 1 | Bradford, Karen | 4335 | F | Active | English | Standard Scale | | Natalie Jenkins | 7883 S. Se |
| 2 | Brown, Jonathan | 4987 | M | Active | English | Standard Scale | | Earlene Brown | 7755 Quin |
| 3 | Chu, Jeff | 4988 | M | Active | English | Standard Scale | | Mr. and Mrs. J. Chu | 952 89th P |
| 4 | Goodman, Michael | 4122 | M | Active | English | Standard Scale | | Mrs. Goodman | 144 77th S |
| 5 | Gustavson, Peter | 4188 | M | Active | English | OSU Scale | | Mrs. Ethel Gustavson | 786 88th S |
| 6 | Radcliffe, Missy | 4133 | F | Active | English | Standard Scale | | Mr. and Mrs. Radcli. | 415 Cliff H |
| 7 | Haynes, Terri | 4557 | F | Active | English | Standard Scale | | Mr. and Mrs. Haynes | 636 Jonhs |
| 8 | Kramer, Jennifer | 4155 | F | Active | English | Standard Scale | | Shelley Lansing | 625 Mornir |
| 9 | Robinson, LaTonya | 4156 | F | Active | English | Standard Scale | | Mr. and Mrs. Robin. | 7155 W. A |
| 10 | Taylor, Roger | 4123 | M | Active | English | Standard Scale | | Mr. and Mrs. James | 7115 Ash |
| 11 | Kendricks, Allison | 4450 | F | Active | English | Standard Scale | | Mrs. Kendricks | 1212 S. 32 |
| 12 | ADD STUDENT + | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| 21 | | | | | | | | | |
| 22 | | | | | | | | | |

The student chart does display some data not found in the Records window. At the right end of the chart, there are six columns with student comment numbers. Although it is easier to enter student comments in the Summaries window, the student chart can be used to view and edit groups of comments.

Use the following information to guide your use of this chart.

- Data can be entered into any cell except the cells in the column of student names.
- The gender, status, language, and scale fields actually are menus that appear and can be used to select data.
- The titles of the last twelve columns can be changed in the Records window. To open this window, double-click in a cell below the title.
- To change the order of the columns, press on a column's title. The cursor will change to a hand. Using the hand, drag the column left or right to the desired location.

| ID | M/F | Status | Language |
|------|-----|--------|----------|
| 4335 | | Active | English |
| 4987 | | Active | English |
| 4988 | | Active | English |
| 4122 | | Active | English |
| 4188 | | Active | English |
| 4557 | | Active | English |
| 4155 | | Active | English |
| 4133 | | Active | English |
| 4156 | | Active | English |
| 4123 | | Active | English |
| 4450 | | Active | English |

The Student Chart

- To change the width of a column, move the cursor until it is over the vertical line to the right of a column title. The cursor will change to a spreader bar. Press on the line and drag the line to the desired location.
- Like the score chart, you can move rows up and down by dragging on student names. Students can be filtered in the normal way so that only the desired students are visible. Text can be filled down, cut, copied and pasted from one column to another.

The Assignment Chart

Just as the student chart is related to the student view of the Records window, the assignment chart is related to the assignment view of the Records window. Both display assignment names, maximum scores, points, dates, categories, special attributes, display settings and notes. While the Records window displays one assignment at a time, the assignment chart can display all assignments together.

When entering numerous assignments, it is easy to set the wrong category or enter the wrong number of points. The assignment chart can be used to help ensure that your assignment settings are correct, because it allows quick inspection of your assignments.

If you ever need to calculate student averages based on some but not all assignments, the assignment chart can also be used to *turn off* assignments. First show only the assignments to be turned off. You could select them and choose Show Selected from the View menu or you could create a custom filter. Then change the status of the first assignment to *Not for Grade* and fill it down to the remaining assignments. Choose Show All. The overall grades for the students now reflect just the ones you want included.

The notes column can be helpful when creating custom filters. For example, you could enter a code in the note field to show that the assignment is *closed* (all scored). A filter could be set up to show only assignments that are still *open*.

Since the assignment chart is so similar to the student chart, refer to the prior section for guidelines in using this chart.

| | 10 of 10 Assignments | Max... | Points | Date | Category | Status | Display | Progress R |
|----|-------------------------|--------|--------|----------|-----------|----------------|------------|--------------------|
| 1 | Literature Groups | 50 | 50 | 11/2/95 | Classwork | Normal | Raw Scores | Include if Student |
| 2 | Literature Self-Study | 25 | 25 | 11/3/95 | Classwork | Not Graded | Raw Scores | Exclude Assignment |
| 3 | Play Practice | 50 | 50 | 11/10/95 | Classwork | Normal | Raw Scores | Include if Student |
| 4 | Play | 50 | 50 | 11/16/95 | Test-Quiz | Normal | Raw Scores | Include if Student |
| 5 | Reading Skills Practice | 25 | 25 | 11/17/95 | Classwork | Normal | Raw Scores | Include if Student |
| 6 | Reading Test | 50 | 100 | 11/21/95 | Test-Quiz | Can be dropped | Raw Scores | Include if Student |
| 7 | Chart Lesson | 25 | 25 | 11/30/95 | Classwork | Normal | Raw Scores | Include if Student |
| 8 | Journal Entries | 50 | 50 | 12/4/95 | Classwork | Normal | Raw Scores | Include if Student |
| 9 | Level Test | 25 | 100 | 12/11/95 | Test-Quiz | Can be dropped | Raw Scores | Include if Student |
| 10 | Book Report | 50 | 50 | 12/15/95 | Homework | Normal | Raw Scores | Include if Student |
| 11 | ADD ASSIGNMENT + | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |
| 18 | | | | | | | | |
| 19 | | | | | | | | |
| 20 | | | | | | | | |
| 21 | | | | | | | | |
| 22 | | | | | | | | |
| 23 | | | | | | | | |
| 24 | | | | | | | | |



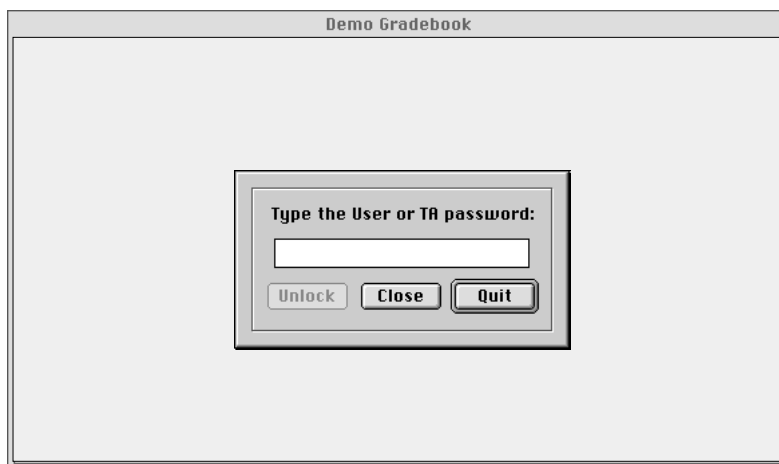
Chapter 10

Security

Electronic data is susceptible to a variety of problems: unauthorized access, software conflicts, hardware breakdowns, etc. This chapter explains how to prevent unauthorized access to a gradebook, and it presents a plan to ensure that if a problem does occur, student data will not be lost. This chapter also shows how to use the TA mode to protect a gradebook and the privacy rights of students when others assist in the managing of student data.

A gradebook that is locked cannot be opened unless a password is typed into a special window (shown below). Easy Grade Pro allows a gradebook to be locked automatically or manually. If your gradebook is used primarily at school, you may want the gradebook to lock automatically whenever it is closed. If your gradebook is only occasionally used at school, you may want it to lock only when you manually select the Lock tool from the File menu or from the tool bar. In either case, a password must be typed to regain access.

To set the teacher password and lock option, use the Security view of the Gradebook Options window which is opened from the Edit menu. Refer to the section *Setting Security Options* on pages 5-10 and 5-11 for help.



How to lock a gradebook



Lock Tool

Forgot the Password?

If you are unable to get back into your gradebook because you don't remember the password, don't worry -- there is a way. First double-check all of the passwords you've used in the last year. Try them in your current gradebook as well as in recent backups. If you still can't get in, contact ORBIS Software. See the appendix for the address, phone number and times in which technical support is available. If you are a registered user, you will be given a one-day password that will allow you to open the gradebook and set a new password.

How to secure your student data

Because computers are prone to problems, it is imperative that you follow a plan to protect your student data. For greatest security, it is best to maintain student data in different ways and at different locations. Here is a simple 3-part plan that might work for you:

- **Part 1: Daily Backups.** Make a copy of your gradebook every day that you make changes. Save your backup to the server, your computer's hard drive or another convenient volume. One day's backup can replace a prior day's backup copy. For greater security, use the name of the day of the week for your backup (*Monday, Tuesday, etc.*) and let one day's backup replace the backup from the prior week.
- **Part 2: Printed Reports.** Produce printed reports for each class on a weekly basis.
- **Part 3: Archived Backups.** At least twice a month and at important times, make a backup copy of your gradebook to a floppy disk or other removable media and store it away from your site. Do not erase any copy until some time after a major term has ended.



Save Copy Tool

To make a backup of your gradebook from within Easy Grade Pro, choose Save Copy from the File menu or select the Save Copy tool.

What's a Backup Copy for?

A backup copy of a gradebook is like an insurance policy -- it's something that you hope you never have to use. The only time you should have to use a backup copy is if your gradebook becomes damaged or inaccessible. Don't get your gradebook and its backup copies confused, and don't work on a backup of your gradebook unless there is a good reason.

Using the TA mode

The TA or *teacher assistant* mode is designed to allow someone other than the teacher to enter student data, while protecting the gradebook and the privacy rights of students. When the TA mode is on, many student data fields are grayed and access to menus and tools is limited.

It is suggested that, before turning on the TA mode, you use assignment and calendar filters to hide all columns except for those to receive data from the TA.



TA Mode Tool

To turn the TA mode on, choose TA Mode from the File menu or select the TA Mode tool. The menu item becomes checked. If the teacher and TA passwords have not been set, a prompt will appear directing you to open the Gradebook Options window where the passwords and the TA access privileges can be entered. TA access options include entering data into charts, switching charts, switching classes, adding assignments, copying data to other classes and printing reports. Refer to the section *Setting Security Options* on pages 5-10 and 5-11 for help. To turn off the TA mode, choose TA Mode as before. The password window will appear and the teacher password must be typed to regain full access.

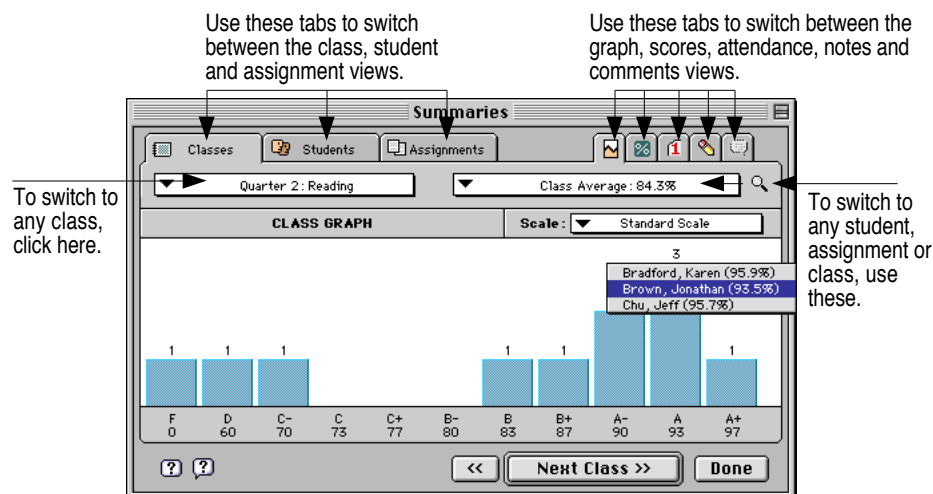


Chapter 11

Summaries

Easy Grade Pro provides two powerful tools for analysis of student performance: the Summaries window and the Mini-Summary window. Each can be a tremendous aid in understanding the performance of students individually, on specific assignments, and as a class. This chapter explains where to find and how to use these tools.

The Summaries window is one of the most important tools in Easy Grade Pro. It is capable of displaying performance in eleven different ways. There are graphs, lists, calendars, notes and comments. You can instantly jump to any view, class, student or assignment for thorough analysis.



There are several ways to open the Summaries window:

- Select Summaries from the Chart menu.
- Click the Summaries tool. If you first select a student, assignment or seat, the Summaries window will display a summary of the selected item.

Using the Summaries Window



Summaries Tool

- Double-click a row number or column number in any chart (except for the seating chart) to open the summary for that item.

To switch between the different views in the Summaries window, use the three tabs on the left (Classes, Students, Assignments) along with the five tabs on the right (graph, scores, attendance, notes, comments). The menus and buttons below the tabs allow you to quickly switch to different classes, students and assignments.

Whenever you use the class menu to switch classes, Easy Grade Pro will attempt to find the same displayed item in the new class. This allows you to quickly switch classes to see how a student has done in other classes or to see how other classes have done on an activity.

Student Summaries

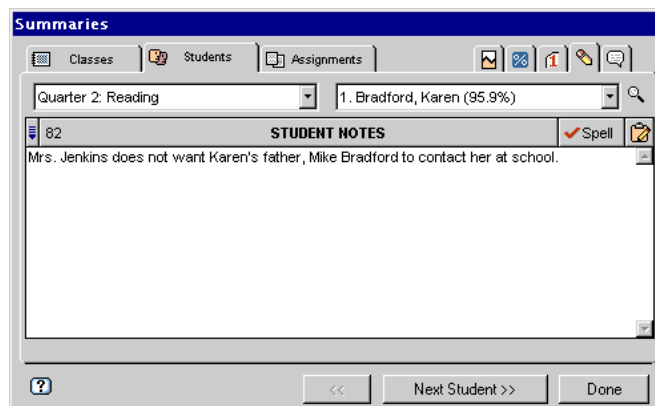
There are five student views in the Summaries window. Three of them provide information about a student and two of them allow you to enter notes and comments about the student. All of the information in these views can be included in progress reports. Generally, only a single term is shown at a time but you can use the class menu to switch to any term.

Use the **Student (Line) Graph** to view changes in a student's performance over the course of a term. One line in the graph displays the overall grade; you can include up to three additional lines to display performance in different categories. Select the *Graph Options* button to set the categories and colors. The changes you make apply to the current class only; when printing single-class progress reports, be sure to set the options for each class.

If you want to see a complete breakdown of a student's overall grade, use the **Student Grades** view. You'll find the overall, term, completed work, category and assignment grades. The assignments are sorted by category. Not only are scores, percents and grades displayed, but also points. *If you ever need to confirm or verify the calculations for a student, the Student Grades view can make the task easy.*

The **Student Attendance** view displays calendars with all attendance data for a student for a term. Attendance totals for the current term as well as prior terms are found in a list. It is easy to discover attendance trends and correlate attendance with class performance.

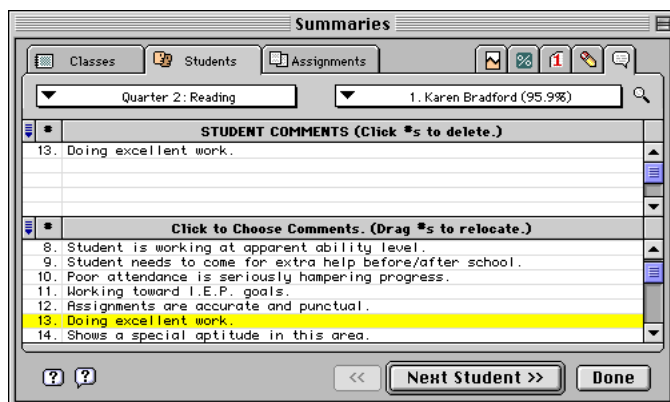
The **Student Notes** view (shown below) allows you to enter notes up to several pages in length. Notes can be used to document events, record attendance notes and anything else about a student. Notes can be for your eyes only or can be included in reports.



The small Clipboard tool in the upper-right corner of the Summaries window can be used to store reusable text, to paste stored text and to open the Clipboard window where you can design text with variables. These variables are filled in with current student data at the time the text is pasted into the summary window. Refer to the sections *Setting Clipboard Text Options* and *Using the Spell Check Window* on pages 5-11 and 5-12 for help.

If you need to apply comments to students for progress reports or grade export files, use the **Student Comments** view (shown below). There are two lists: the upper list displays the comments that have been applied and the lower list displays the available comments.

- To apply a comment, click the item in the lower list. Up to six comments can be applied.
- You may find it helpful to switch to the other student views using the tabs at the top-right before applying a comment.
- To remove a comment, click the comment's *number* in the upper list.
- To change the order of comments in the lower list, press on a comment *number* and drag up or down.
- Use the small menu above the lower list to sort or edit the comments. If you wish to have the student's first name inserted in a comment, use the ^ symbol (*shift-6*).
- Use the small menu above the upper list to erase comments, copy comments from the prior term or copy comments to all students in the class.



There are four class views. Three of them provide information to you and one allows you to enter notes. All of the information in these views can be included in different reports.

The **Class Graph** view includes a bar graph showing the number of students who have received each grade in the class. Grade and cutoff percents are shown below the bars. To see the students that a bar represents, press on the bar; a list will appear (as shown on page 12-1). To print one or more class graphs, use the Class Graphs report.

The **Class Ranked List** view shows a list of students with overall points, percents and grade names for the class. The list is ranked from highest to lowest average and provides some statistical information at the bottom. To print this, use the Class Summary report.

If you need to view attendance totals by category and student, use the **Class Attendance** view. Use the menu to choose the category to display. To print attendance totals for a class, use the Attendance Summary report.

Class Summaries

Assignment Summaries

The **Class Notes** view, like the **Student Notes** view, allows you to enter notes that can be several pages in length. These notes are for your eyes only. The small Clipboard menu in the upper-left corner can be used to store and reuse text. Refer to page 5-11 for an explanation of how to use this menu. To print this view, use the Class Notes report.

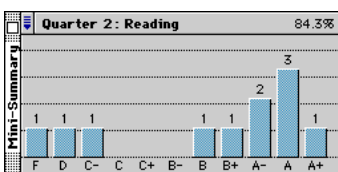
There are two assignment views. All of the information in these views can be included in different reports.

The **Assignment Graph** view includes a bar graph showing the number of students who have received each grade on an assignment. Grade names and cutoff scores are shown below the graph. You can choose any grade scale available to the class. To see the students that a bar represents, press on the bar; a list will appear. To print one or more assignment graphs, use the Assignment Graphs report.

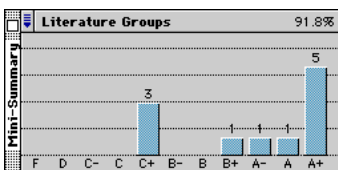
The **Assignment Ranked List** view shows a list of students with scores, percents and grade names on a particular assignment. The list is ranked from highest to lowest score and provides some statistical information at the bottom. To print this, use the Assignment Summary report.

Using the Mini-summary

The Mini-Summary floating window can display graphs and lists *while you are working in any of the five charts*. It can also be used to attach footnotes to scores and show score notes in the score chart. To make the summary window visible, choose *Show Mini-Summary* from the Edit menu. Select the item again to hide it. Two items in the Gradebook Options window can be set to automatically show, hide or move this window based on the chart. The small menu in the upper-left corner of the window can be used to switch between the seven views. These include Class Graph, Assignment Graph, Student Graph, Student Grades, Student Attendance, Score Footnotes and Score Notes.

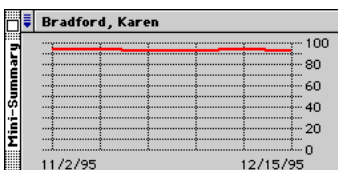


| | TERM | TOT |
|----------------------|------|-----|
| MASTER CAT: Absent | | 5 |
| AE-Excused absence | 3 | 4 |
| AU-Unexcused absence | 0 | 1 |
| AH-Half-day Absence | 0 | 0 |
| AS-Suspension | 0 | 0 |
| MASTER CAT: Tardy | | 0 |
| TE-Excused tardy | 0 | 0 |
| TU-Unexcused tardy | 0 | 0 |



*** No Score Footnote ***

1. Turned in late.
2. Score reduced because turned in late.
3. Score increased due to extra credit.
4. Score increased due to effort.
5. Has been encouraged to study and improve t..
6. Would have been higher had homework been ..
7. Homework must be completed before test ca..



| | TERM | TOT |
|----------------------|------|-----|
| MASTER CAT: Absent | | 5 |
| AE-Excused absence | 3 | 4 |
| AU-Unexcused absence | 0 | 1 |
| AH-Half-day Absence | 0 | 0 |
| AS-Suspension | 0 | 0 |
| MASTER CAT: Tardy | | 0 |
| TE-Excused tardy | 0 | 0 |
| TU-Unexcused tardy | 0 | 0 |

| | OVERALL GRADE | Score |
|-----------------|---------------|-------|
| OVERALL GRADE | 95.9 | 95.9 |
| Quarter 1 (50%) | 638/650 | 98.2 |
| Quarter 2 (50%) | 374.3/400 | 93.6 |
| • Test-Quiz | 138.9/150 | 92.6 |
| • Homework | 44.2/50 | 88.4 |
| • Classwork | 191.2/200 | 95.6 |
| • Completed | 374.3/400 | 93.6 |



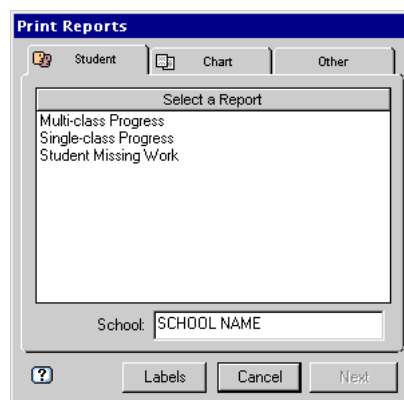
Chapter 12

Reports

Easy Grade Pro offers nineteen comprehensive reports. Regardless of which report you want to print, you'll follow the same steps: select the report, set options, preview one or more reports and then print the reports to paper or disk. This chapter begins by explaining this process in general. It then describes each of the reports.

1 To print any report, open the Print Reports window.

Open this window by clicking the Print tool or by selecting Print from the File menu. Notice (below) that this window lists reports using tabs. The first tab lists all reports meant for students. The second tab shows reports that correspond to the five screen charts. All other reports are found under the last tab.



2 View/Edit the School (single-user version) or Teacher (site version) name.

This name will appear in the heading of each report.

3 (Optional) Click the Labels button to edit the labels for student reports.

See *The Student Reports* (page 12-3) and *Setting Label Options* (page 5-12) for help.

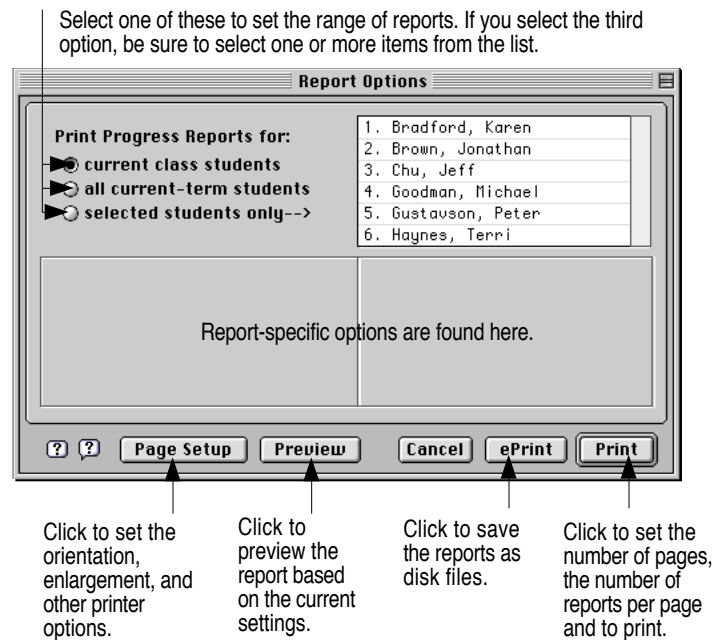
How to print reports



Print Tool

4 Select a report and click Next.

After clicking, the Report Options window will open (shown below) where options for the report can be set. Every report has its own Report Options window. To get a description of an option, click on the help tool.



5 Select the range of reports.

Use the three top buttons to select the students, assignments or classes for which reports are to be printed. If you select the last one, be sure to select at least one list item.

6 Select the report options.

The boxes found in the lower half of the window have options for the report. Two options found in all reports are font and font size. These are unique to each report.

7 Select Page/Print Setup and set printer options.

The Page/Print Setup window allows you to set the orientation, scale, and other printer options.

8 Select Preview to view the reports.

Previewing a report before printing is a good way to learn how certain options affect a report. You can use Print Preview to ensure that a progress report fits on one page, or that you are maximizing the data that will fit. Previewing can save time and paper.

There are two views in the preview window: *fit-in-screen* (shown on the next page) and *full-size*. The *fit-in-screen* view shows the entire page. Depending on the size of your monitor, the details on the page may be unreadable. In this view, the cursor is a magnifying glass. By clicking once on any part of the page, the view automatically switches to the *full-size* view. The *full-size* view shows the page at its actual size. In this view, the cursor becomes a hand. By pressing the mouse button, the page can be grabbed and dragged about. *Windows*: Right-click on the image to display a contextual menu with multiple zoom levels.

STUDENT PROGRESS REPORT
 Student: Bradford, Kara
 Grade: 1
 Teacher Name: _____

Parents, this is your child's latest progress report. Please contact me if you have any questions.

Grade Summary

| Category | Score | Grade |
|------------------|-------|-------|
| Quarter 1 (100%) | 100% | A |
| Quarter 2 (100%) | 100% | A |
| Quarter 3 (100%) | 100% | A |

Quarter 1 Assignments

| # | Date | Category | Assignment | Score | Grade |
|----|-------|-------------|-------------|-------|-------|
| 1 | 11/11 | Observation | Observation | 100% | A |
| 2 | 11/11 | Observation | Observation | 100% | A |
| 3 | 11/11 | Observation | Observation | 100% | A |
| 4 | 11/11 | Observation | Observation | 100% | A |
| 5 | 11/11 | Observation | Observation | 100% | A |
| 6 | 11/11 | Observation | Observation | 100% | A |
| 7 | 11/11 | Observation | Observation | 100% | A |
| 8 | 11/11 | Observation | Observation | 100% | A |
| 9 | 11/11 | Observation | Observation | 100% | A |
| 10 | 11/11 | Observation | Observation | 100% | A |

Comments:

Please look over this report, sign and return. Thank you.

Zoom In First Page Next Page Done

9 Select ePrint or Print.

- **ePrint.** Use this option if you want to attach a report to e-mail or to post a report on a web page. Each report page will be saved as a separate file in PICT format (Macintosh) or BMP (bitmap) format (Windows). Be sure to create a new folder (in the window that appears) to hold all the files. The files will be automatically named using the student, class or assignment names and page numbers unless you change the file name in the next window. It is recommended that you do not change the name.

The PICT format is a standard graphics format on Macintosh computers and the BMP format is standard on Windows computers. You may need to use conversion software to convert the graphic to a less platform-specific format such as GIF or JPEG before attaching the report to e-mail. Most programs used to create web pages can open and convert PICT and BMP files to the formats used in web pages.

- **Print.** Use this option to print paper reports. The standard Print window for your type of printer will open where you can set some final print options and begin printing.

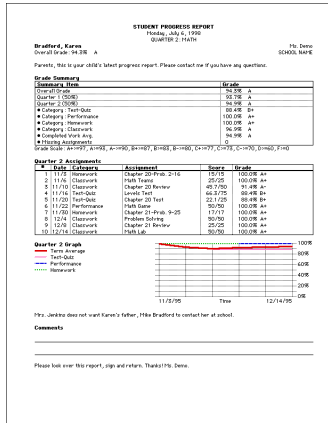
Printing Multiple Reports Per Page

Did you know that many printers today allow you to choose the number of pages to be printed on each sheet of paper? It does this by shrinking each page the correct amount and placing the pages at different locations on the paper. These options are known as *layout* options and can be found in the print window that appears after you click the Print button window.

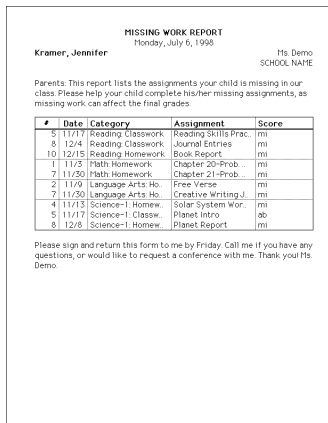
Easy Grade Pro provides three comprehensive reports for communicating information about individual students. This section describes the purpose and features of each report. The best way to learn about each report is to explore the options and features in the Report Options, Page/Print Setup and Preview windows.

A feature common to all student reports is the ability to change report titles and labels. You can customize the labels using options in the Gradebook Options window. Refer to the section *Setting Report Label Options* on page 5-12 for help.

The Student Reports

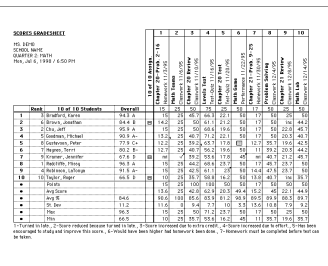


Single-class Progress Report

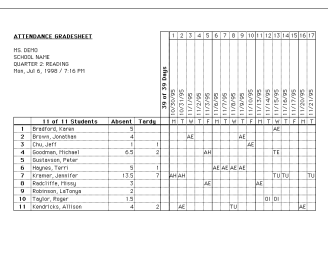


Missing Work Report

The Chart Reports



Score Chart Report



Attendance Chart Report

The Progress Reports

Easy Grade Pro offers two progress reports. The **multi-class** progress report is designed for teachers who have the same students in two or more classes. Each report can include a great variety of information about a student's performance in up to eighteen classes. The **single-class** progress report is designed to report information about performance in a single class only.

The features of the two reports are essentially identical. You can display student grades as percents, grades or both. Introductory and postscript text can be included and Easy Grade Pro can complete text variables with student data at the time of printing. A summary chart with overall, term, category and other data for each class can be included as well as a chart of some, just missing or all assignments. The line graph, note and comments found in the Summaries window can all be included. Attendance data can be displayed using a chart, calendars and list of dates. Blank comment lines can be added for handwritten comments by teacher or parents.

There are some differences. In the multi-class report, if the report is customized to include an overall grade, Easy Grade Pro will combine all the subject grades using the class weights found in the Records window for each class. In the single-class progress report, you can filter the students based on overall percent so you get just the reports you want.

The Missing Work Report

The missing work report can be used to inform students and parents about missing work. A student's missing work from more than one class can be included in the same report. (The scores that count as missing are set in the Options window for each class. If you would like blank scores to be included in this report, use the Change Scores tool to change blank scores to scores that count as missing.) Introductory and postscript text can be included. You can filter the missing work to include only missing assignments prior to a certain date.

The five screen charts (score, attendance, seating, student and assignment) can be printed using the reports in the chart category. They can be printed to look exactly as they appear on screen or can be customized in a variety of ways. This section describes the purpose and features of each report, but you are encouraged to explore the options and features of each report in the Report Options, Page/Print Setup and Preview windows.

You may find that the chart reports print better if you use the Page/Print Setup window to set the orientation to landscape view (sideways printing) and the scale to between 60% and 80% if your printer allows this. This will maximize the number of columns per page.

The Score Chart Report

The score chart report mirrors the onscreen score chart. You can exclude the assignments and include blank rows and columns so that it can be used like a paper gradebook. This report works well as a poster because students can be sorted in a variety of ways and can be displayed by name or ID. You can choose to include a footnote key on the last page.

The Attendance Chart Report

The attendance chart mirrors the onscreen attendance chart. Like the score chart report,

you can include blank rows and then use it like a paper gradebook. A key to all of your attendance codes can be included on the last page of the report.

The Seating Chart Report

Use this report to print your seating charts as they appear on screen. You can choose to include a frame around the chart, to include furniture and to print in color. Use font size and the options in the Page/Print Setup window to get the chart to fill a single sheet of paper.

The Student and Assignment Chart Reports

The student and assignment chart reports can be set to mirror the onscreen charts or they can be highly customized to include the data and order of data that you desire. You can print book number reports, parent name and phone number reports, etc. You can change the report title so that it matches the data in the report.

There are eleven other reports that can be used to print graphs, rosters, charts, missing work, labels and notes. Several of the reports include data found in the different views of the Summaries window. This section describes the purpose and features of each report, but as always, you are encouraged to explore the options and features of each report in the Report Options, Page/Print Setup and Preview windows.

The Assignment and Class Graphs Reports

The assignment and class graphs reports allow you to print one or more bar graphs found in the Summaries window. The options for these reports allow you to choose the scale, include the class name, class average, standard deviation, cutoff scores, cutoff percents, and cutoff grades. The graphs can be printed in color using the colors set in the Class Options window for each class. It is suggested to use the Page/Print Setup window to set the orientation to landscape view (sideways printing), and the scale to between 75% (six graphs per page) and 150% (one graph per page) if your printer allows this.

The Assignment Summary Report

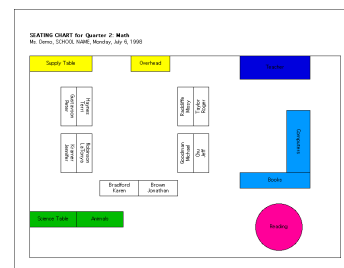
The assignment summary report includes ranked student lists on one or more assignments. This report works well as a poster because students can be sorted in a variety of ways and can be displayed by ID number. Options allow you to include the class name, date, average and standard deviation. You can also display the students with scores, percents and grades.

The Attendance Summary Report

The attendance summary report includes a chart of students and attendance totals. You can control the students who appear in the report and the number, content and order of the attendance columns. You can include a key with attendance codes. It is suggested that you use the Page/Print Setup window to set the orientation to landscape view (sideways printing), and the scale to between 60% and 80% if your printer allows this.

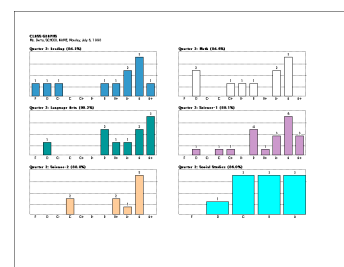
The Class Summary Report

The class summary report is a concise compilation of overall points, percents and grades broken down by term and category. This report works well as a poster because students can be sorted and displayed by ID number. You can set the order and content of the columns. If you include many columns, it is suggested that you use Page/Print Setup to set the orientation to landscape view (sideways printing), and the scale to between 60% and 80%.



Seating Chart Report

The Other Reports



Class Graphs Report

| Assignment Grade for Quarter 2: Math | | | | |
|---|---------|----------|--------|--|
| Hs. Demos. SCHOOL NATE, Hometown, July 6, 1998 | | | | |
| 1. Chapter 20 Nov. 2-16 (11/15/95) avg 90.0% 61.00 | | | | |
| Students | Scores | Averages | Grades | |
| 1. Bradford, Lawrence | 25/25 | 100.0% | A+ | |
| 2. Brown, Jonathan | 25/25 | 100.0% | A+ | |
| 3. Chu, Jeff | 25/25 | 100.0% | A+ | |
| 4. Goodson, Michael | 25/25 | 100.0% | A+ | |
| 5. Gustafson, Peter | 12/21/5 | 81.2% | B+ | |
| 6. Higgins, Terry | 25/25 | 100.0% | A+ | |
| 7. Johnson, Jennifer | nm | 0.0% | F | |
| 8. Kachafsky, David | 25/25 | 100.0% | A+ | |
| 9. Krenshaw, Letaings | 25/25 | 100.0% | A+ | |
| 10. Taylor, Ryan | 25/25 | 100.0% | A+ | |
| 2. Math Teams (11/6/95) avg 100.0% 510.0% | | | | |
| Students | Scores | Averages | Grades | |
| 1. Bradford, Lawrence | 25/25 | 100.0% | A+ | |
| 2. Brown, Jonathan | 25/25 | 100.0% | A+ | |
| 3. Chu, Jeff | 25/25 | 100.0% | A+ | |
| 4. Goodson, Michael | 25/25 | 100.0% | A+ | |
| 5. Gustafson, Peter | 25/25 | 100.0% | A+ | |
| 6. Higgins, Terry | 25/25 | 100.0% | A+ | |
| 7. Johnson, Jennifer | 25/25 | 100.0% | A+ | |
| 8. Kachafsky, David | 25/25 | 100.0% | A+ | |
| 9. Krenshaw, Letaings | 25/25 | 100.0% | A+ | |
| 10. Taylor, Ryan | 25/25 | 100.0% | A+ | |
| 3. Chapter 20 Nov. 16-17 (11/17/95) avg 65.5% 510.0% | | | | |
| Students | Scores | Averages | Grades | |
| 1. Bradford, Lawrence | 50/50 | 91.4% | A+ | |
| 2. Brown, Jonathan | 50/50 | 100.0% | A+ | |
| 3. Chu, Jeff | 40/75 | 91.4% | A+ | |
| 4. Goodson, Michael | 40/75 | 91.4% | B+ | |
| 5. Gustafson, Peter | 40/75 | 91.4% | B+ | |
| 6. Higgins, Terry | 40/75 | 91.4% | B+ | |
| 7. Johnson, Jennifer | 40/75 | 91.4% | B+ | |
| 8. Kachafsky, David | 40/75 | 91.4% | B+ | |
| 9. Krenshaw, Letaings | 40/75 | 91.4% | B+ | |
| 10. Taylor, Ryan | 40/75 | 91.4% | B+ | |

Assignment Summary Report

| CLASS SUMMARY by Date: 2/28/99 | | | | | | | |
|---|---------|--------|---------|---------|---------|--------|---------|
| HW: Davis, 4/20/98 HW: Reading, 4/21/99 | | | | | | | |
| | 2/28/99 | 3/7/99 | 3/14/99 | 3/21/99 | 3/28/99 | 4/4/99 | 4/11/99 |
| 1 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 2 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 3 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 4 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 5 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 6 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 7 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 8 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 9 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 10 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 11 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 12 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 13 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 14 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 15 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 16 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 17 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 18 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 19 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 20 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 21 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 22 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 23 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 24 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 25 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 26 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 27 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 28 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 29 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 30 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 31 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 32 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 33 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 34 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 35 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 36 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 37 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 38 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 39 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 40 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 41 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 42 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 43 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 44 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 45 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 46 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 47 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 48 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 49 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 50 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 51 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 52 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 53 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 54 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 55 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 56 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 57 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 58 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 59 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 60 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 61 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 62 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 63 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 64 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 65 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 66 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 67 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 68 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 69 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 70 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 71 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 72 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 73 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 74 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 75 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 76 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 77 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 78 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 79 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 80 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 81 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 82 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 83 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 84 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 85 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 86 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 87 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 88 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 89 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 90 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 91 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 92 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 93 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 94 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 95 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 96 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 97 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 98 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 99 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |
| 100 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 | 92.00 |

Class Summary Report

Student Notes Report

Class Roster Report

Labels Report

Multi-class Gradesheet Report

The class missing work report includes all missing work from selected classes in a single report. *Although this report is meant to be used by the teacher, it can be cut up and given to students.* You can choose to have the missing work sorted by student or by assignment. If sorted by student, the report will list each student with all missing assignments. If sorted by assignment, it will list each assignment with the students who have missing scores on it.

The class notes and student notes reports print the information in the two notes views in the Summaries window. The student notes report can also include the notes found in the Score Notes window.

Class rosters are very similar to score chart reports except that the data cells are always left blank. They can be used in a variety of ways, including being used to record grades. You can set the width of the columns to normal or narrow. You can include room for hand-written titles and even have Easy Grade Pro print your own custom column titles.

Labels for envelopes, folders, lockers, etc. can be printed to all popular Avery™ labels for laser printers and ink-jet printers. You can set the content of up to three lines on a label and have the text justified to the left or centered. Since you can use cutoff percents for selecting students, it is easy to print both progress reports and mailing labels for students who are failing or at certain grade levels.

The multi-class gradesheet report produces a chart with students and their overall or term grades from *multiple* classes. Elementary teachers can use this report to list all subject grades for each student. Secondary teachers can use this report to produce a single list of all students and their grades. Since students can be displayed by ID and can be sorted in a variety of ways, this report can be used as a poster.

You can choose to have the report display individual term grades or overall grades. A term grade is the grade for a single term. If term options have not been set in the Class Options window, then the overall grade and the term are the same.

The Show Combined Class Average option can be used to combine all displayed grades for a student using the class weights found in the Records window. You can sort by the combined class grade to produce a ranked list of students across multiple subjects or classes.



Chapter 13

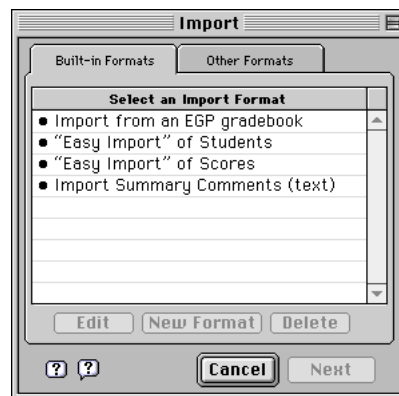
Porting

Porting refers to the transfer of data to and from your gradebook. To import means to copy data from another file to your gradebook. To export means to create a new file that holds data from your gradebook. This chapter explains the many ways you can port data.

Typically, importing is used to bring student names and other student record information into a gradebook, but it can also be used to import options, scores and more. You can import from two types of files: Easy Grade Pro gradebooks and text files. *Text* is a standard file format that many programs use for transferring data to other programs and platforms.

1 Select Import from the File menu to open the Import window.

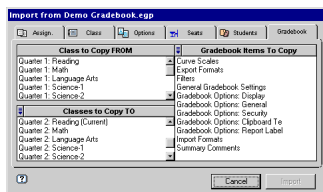
The Import window (shown below) has two tabs. Under the first tab, you'll find the built-in import formats. Under the second tab you'll find user-defined and other editable formats. A format is used to specify the fields and structure of the data to be imported.



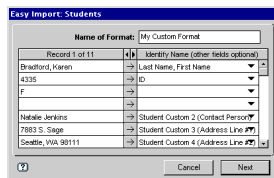
2 (Optional) Select the New Format button.

If the format that you need is not present, you can create one using the New Format button. For help in creating a format, refer to the section *How to create a porting format* on page 13-4.

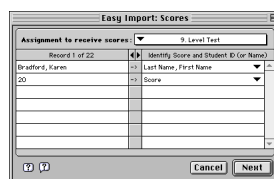
How to import data



Import Gradebook Window



"Easy Import" of Students



"Easy Import" of Scores

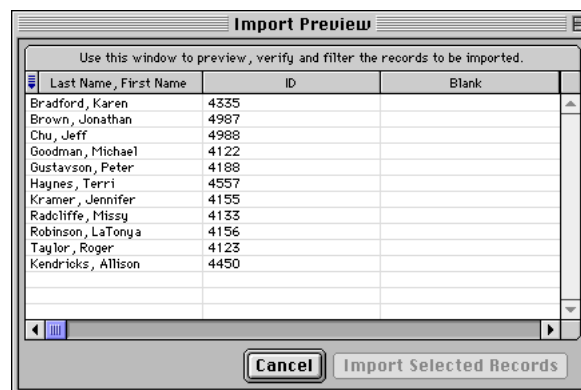
3 Select a format and click Next.

A window will appear allowing you to open the file from which to import. What happens next really depends on the selected format. This is explained below.

- **Import from an EGP Gradebook.** Use this format to copy students, options, assignments, a whole class, etc. from another Easy Grade Pro gradebook. The Import Gradebook window will appear where you can select the items to be imported.
- **"Easy Import" of Students.** Use this format to import students from most tab-separated or comma separated text files. Many database and school management programs use this format when creating text files. The Easy Import window will open where you can identify the fields in a record from the file. You must identify the first and last names but all other fields are optional. You must also name the format so that it can be added to the Import window where it can be reused directly.
- **"Easy Import" of Scores.** Use this format to import scores from most tab-separated or comma separated text files. The records may be in any order as long as each contains a score and an ID number (or student name) to be used for matching. The Easy Import window will open where you must identify the score and the ID number (or student name) fields. A menu at the top of this window allows you to select the assignment to receive the scores.
- **Import Summary Comments.** Use this format to import a list of summary comments from a text file. This will replace the list in the Summaries window.
- **Other Formats.** The formats that appear under the Other Formats tab can only be used to import students and student record data from text files.

4 Select the records to import in the Import Preview window. Then click the Import Selected Records button.

For most formats, the Import Preview window will appear so that you can select the records (students) to be imported. Be sure to check that the data in the columns properly match the column titles. If they don't match, click the Cancel button.

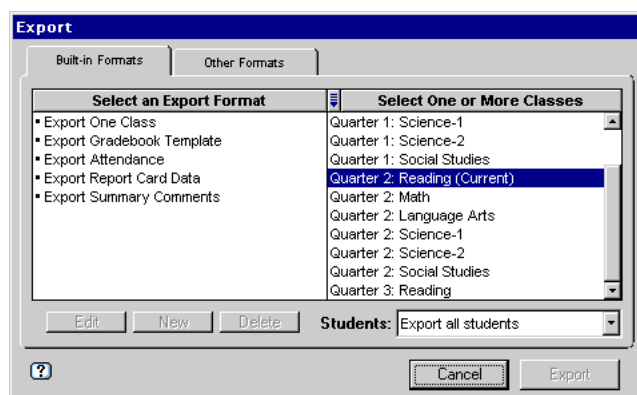


How to export data

Exporting is typically used to transfer student grade data to a program used to print report cards but it can also be used to transfer all kinds of student information to word processor, spreadsheet or database software to take advantage of the unique tools that these programs offer. When exporting, you can create two types of files: Easy Grade Pro gradebooks and text files. *Text* is a standard file format that many programs use for transferring data to other programs, computers and platforms. Follow these steps:

1 Select Export from the File menu to open the Export window.

The Export window (shown below) has two tabs. Under the first tab, you'll find export formats that are built-in. Under the second tab you'll find user-defined and other editable formats. A format is used to specify the fields and structure of the data to be exported.



2 (Optional) Select the New button.

If the format that you need is not present, you can create one using the New button. For help, refer to the section *How to create a porting format* on page 13-4.

3 Select the classes and students to be exported.

Select the classes from the list. Select the students using the menu near the bottom.

4 Select a format and click Next.

What happens after clicking depends on the selected format. The formats include:

- **Export One Class.** Use this format to create a new gradebook with a single class. This can be used to create a file with data to be imported into another gradebook.
- **Export Gradebook Template.** Use this format to create a new gradebook with gradebook and class options (from the selected class) only. *Macintosh:* The new file can be used as a *stationery* template for creating new gradebooks. When you open this template, a copy of the gradebook is created for you to work on, leaving the original unchanged.
- **Export Attendance.** This format is usually not selected directly because it is automatically used whenever the Export Attendance tool is selected from the tool bar. For help, refer to the section *How to export attendance* on page 13-5.
- **Export Report Card Data.** This format can be used to export student grade data to database software that prints custom report cards. This is explained in detail in the section *Using the Report Card Data format* on page 13-7.
- **Export Summary Comments.** Use this format to create a text file of the list of comments found in the Summaries window.
- **Other Formats.** The formats that appear under the Other Formats tab can only be used to export student data to text files.

5 In the Export Preview window, click the Export button.

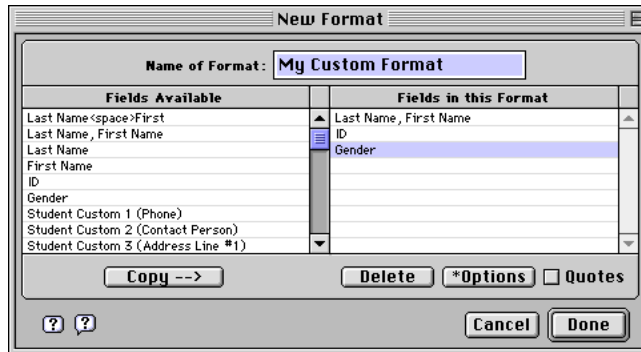
For most formats, the Export Preview window will appear so that you can verify the data being exported.

How to create a porting format

This section explains how to create custom import and export formats. In many cases, creating formats is easy. In some situations, creating the right format may require extensive knowledge of file formatting and ASCII codes which is beyond the scope of this manual.

1 From the Import or Export window, click the New (Format) button.

The New Format window will open (shown below).



2 To add a field to your format, click on it and click the Copy button.

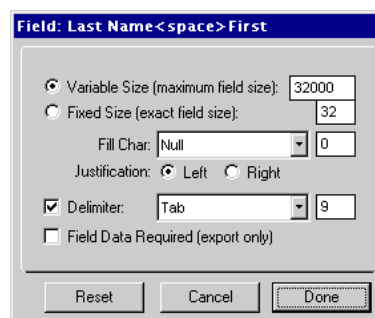
When the Copy button is clicked, the field is copied to the list on the right. If a field is in the wrong position in the format list, press on it and drag it to the new location.

3 (Optional) Select the Quotes button.

Set this item if the data has (if importing) or should have (if exporting) quotation marks around each field. Under most circumstances, Easy Grade Pro will remove quotation marks automatically during importing.

4 (Optional) To customize a field, select it and click the Options button.

Easy Grade Pro automatically uses a tab-separated, text format. You may change the type of field, the fill character, justification and delimiter. If you set the *Field Data Required* item in an export format, Easy Grade Pro will block exporting until all required data are complete. Any field that has been customized will have an asterisk appended to its name.



Need a CR/LF Record Delimiter?

If your format requires a carriage return/line feed combination at the end of a record, follow these steps: 1) change the delimiter of the last field to CR (ASCII 13), 2) add a blank field to the format, and 3) change the delimiter of this field to LF (ASCII 10).

5 Name the format in the text field and click Done.

The name will appear under the Other Formats tab in the Import or Export window.

Easy Grade Pro makes it easy to export attendance over a network. After entering attendance data in the attendance or seating chart, the teacher can export the data in just a few steps.

Macintosh: Although not required, the **EGP Attendance Compiler** software (a companion product from Orbis Software) can be used by the attendance secretary to compile all the individual teacher files for a day so that the data can be saved, printed, recorded or placed into school management software. Contact Orbis Software for information on this product.

For the exporting of attendance to be successful, careful preparations are required. These are outlined next.

- **Attendance Folder.** A folder must be set up on a shared volume to hold the daily attendance export files. The pathname (name of folder, enclosing folders and volume) must not change once exporting has begun. The volume should be automatically mounted on each teacher's computer.
- **Attendance Categories.** Each teacher's gradebook must have the school's attendance categories and codes. Although these can be set by each teacher using the Class Options window, it is suggested that a gradebook template be used instead. Creating a gradebook template is explained below.
- **Export Attendance Format.** Easy Grade Pro has a built-in export format for attendance. This format has the name *Export Attendance* and can be found under the Built-in Formats tab of the Export window. It has the following fields:

Field 1 *Selected Date*

Field 2 *ID*

Field 3 *Last Name, First*

Field 4 *Selected Day's Attendance*

If desired, you can create your own custom format but it should not have more than four fields. See the section *How to create a porting format* on page 13-4 for help. In order for Easy Grade Pro to automatically use your format, it must be named *Export Attendance*. Every gradebook must have the custom format. Although it can be imported into a gradebook, it is best to include the format in a gradebook template.

- **Calendar Settings.** Attendance data cannot be recorded until calendar options have been set in the Class Options window. The calendar settings for one term can be included in a gradebook template.
- **Export Attendance Tool.** The Export Attendance tool is used to start the export process. It must be placed on either the tool bar or tool palette. To add the tool, press and hold on any occupied or unoccupied tool location. Select the Export Attendance tool from the menu that appears. It is best to include this setting in the gradebook template.

A gradebook template can be used to ensure that all teachers' gradebooks have the same settings. It also minimizes the work that teachers must do. First create a gradebook with the right settings. Then create a template of the gradebook using the Export window. Refer to the section *How to export* starting on page 13-2 for help. Teachers should create their gradebooks directly from the template.

How to export attendance



Export Attendance Tool



Export Attendance Tool

Before you can export attendance, your gradebook must have the correct attendance categories and export format. The Export Attendance Tool must be on the tool bar or tool palette and the volume to receive your attendance data must be mounted on your computer. You must know the name to use for your export file and the location in which it is to be saved. Be sure to enter your attendance data in the attendance chart or seating chart first. Then follow these steps:

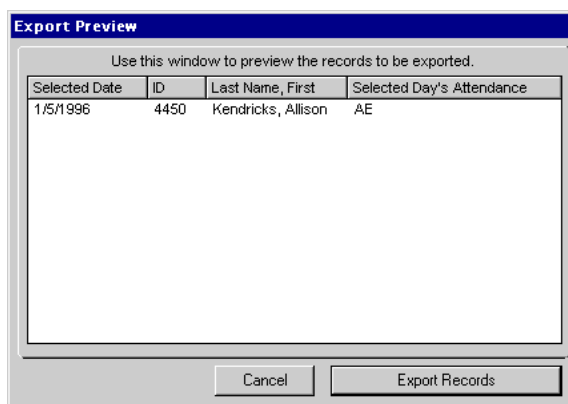
1 Click the Export Attendance tool.

A small calendar will appear (shown below). This calendar will automatically display the current date but you may change this by clicking on the calendar.



2 Click OK in the Calendar window.

After clicking, Easy Grade Pro will gather the attendance data for the selected date and present it in the Export Preview window (shown below). This window is used to verify the attendance data. Note that only students with attendance marks appear.



3 Click Export Records in the Export Preview window.

Even if you do not have any students with attendance data for the selected date, it is important to export so that a file is created indicating that attendance has been sent.

If this is the first time that you are exporting attendance from the gradebook, the standard Save dialog window will open allowing you to name and save the export file. Use the unique name given to you. The location to save the file should be the attendance folder set up on a shared volume. Easy Grade Pro will remember the name and location and use them automatically in the future. If you saved the file using the wrong name or location, you must reset Easy Grade Pro. To do this, click the Export Records button (shown above) *while holding down the option (Macintosh) or control (Windows) key*. You will be able to reset the name and location.

This section explains the *Report Card Data* export format found in the Export window of Easy Grade Pro. This format can be used to export student data to database software designed to print your school's report cards.

One of the more popular and affordable database programs available is FileMaker® Pro from FileMaker Inc. (a subsidiary of Apple Computer, Inc.). It can be used to print your school's report cards using data from Easy Grade Pro. If the database is well-designed, the whole process can be fairly easy. But to create a well-designed database requires skill and time. Many resources are available to make the task easier. (Check out www.filemaker.com).

The *Report Card Data* format consists of 157 fields (listed below). Virtually every piece of data about a student is included (other than individual attendance marks and assignment scores). Even the text found in the Summaries window is included. This format results in a tab-separated text file. The field information below is needed for creating a report card database.

| | | | |
|----|-------------------|----|---------------------|
| 1 | Last Name, First | 33 | Overall Grade |
| 2 | Last Name | 34 | Class Rank |
| 3 | First Name | 35 | Class Average % |
| 4 | ID | 36 | Class Average Grade |
| 5 | Gender | 37 | Current Term Points |
| 6 | Status | 38 | Current Term % |
| 7 | Grade Scale | 39 | Current Term Grade |
| 8 | Language | 40 | Category 1 Points |
| 9 | Student Custom 1 | 41 | Category 1 % |
| 10 | Student Custom 2 | 42 | Category 1 Grade |
| 11 | Student Custom 3 | 43 | Category 2 Points |
| 12 | Student Custom 4 | 44 | Category 2 % |
| 13 | Student Custom 5 | 45 | Category 2 Grade |
| 14 | Student Custom 6 | 46 | Category 3 Points |
| 15 | Student Custom 7 | 47 | Category 3 % |
| 16 | Student Custom 8 | 48 | Category 3 Grade |
| 17 | Student Custom 9 | 49 | Category 4 Points |
| 18 | Student Custom 10 | 50 | Category 4 % |
| 19 | Student Custom 11 | 51 | Category 4 Grade |
| 20 | Student Custom 12 | 52 | Category 5 Points |
| 21 | Class Name | 53 | Category 5 % |
| 22 | Class Weight | 54 | Category 5 Grade |
| 23 | Class Custom 1 | 55 | Category 6 Points |
| 24 | Class Custom 2 | 56 | Category 6 % |
| 25 | Class Custom 3 | 57 | Category 6 Grade |
| 26 | Class Custom 4 | 58 | Category 7 Points |
| 27 | Class Custom 5 | 59 | Category 7 % |
| 28 | Class Custom 6 | 60 | Category 7 Grade |
| 29 | Class Custom 7 | 61 | Category 8 Points |
| 30 | Class Custom 8 | 62 | Category 8 % |
| 31 | Overall Points | 63 | Category 8 Grade |
| 32 | Overall % | 64 | Category 9 Points |

Using the Report Card Data format

| | | | |
|-----|-----------------------|-----|----------------------|
| 65 | Category 9 % | 112 | Term 8 Grade |
| 66 | Category 9 Grade | 113 | Term 9 Points |
| 67 | Category 10 Points | 114 | Term 9 % |
| 68 | Category 10 % | 115 | Term 9 Grade |
| 69 | Category 10 Grade | 116 | Term 10 Points |
| 70 | Category 11 Points | 117 | Term 10 % |
| 71 | Category 11 % | 118 | Term 10 Grade |
| 72 | Category 11 Grade | 119 | Master Attendance 1 |
| 73 | Category 12 Points | 120 | Master Attendance 2 |
| 74 | Category 12 % | 121 | Master Attendance 3 |
| 75 | Category 12 Grade | 122 | Master Attendance 4 |
| 76 | Category 13 Points | 123 | Master Attendance 5 |
| 77 | Category 13 % | 124 | Master Attendance 6 |
| 78 | Category 13 Grade | 125 | Master Attendance 7 |
| 79 | Category 14 Points | 126 | Master Attendance 8 |
| 80 | Category 14 % | 127 | Master Attendance 9 |
| 81 | Category 14 Grade | 128 | Master Attendance 10 |
| 82 | Category 15 Points | 129 | Attendance 1 |
| 83 | Category 15 % | 130 | Attendance 2 |
| 84 | Category 15 Grade | 131 | Attendance 3 |
| 85 | #Missing Assignments | 132 | Attendance 4 |
| 86 | Completed Work Points | 133 | Attendance 5 |
| 87 | Completed Work % | 134 | Attendance 6 |
| 88 | Completed Work Grade | 135 | Attendance 7 |
| 89 | Term 1 Points | 136 | Attendance 8 |
| 90 | Term 1 % | 137 | Attendance 9 |
| 91 | Term 1 Grade | 138 | Attendance 10 |
| 92 | Term 2 Points | 139 | Attendance 11 |
| 93 | Term 2 % | 140 | Attendance 12 |
| 94 | Term 2 Grade | 141 | Attendance 13 |
| 95 | Term 3 Points | 142 | Attendance 14 |
| 96 | Term 3 % | 143 | Attendance 15 |
| 97 | Term 3 Grade | 144 | Today's Date (short) |
| 98 | Term 4 Points | 145 | Comment 1 (number) |
| 99 | Term 4 % | 146 | Comment 2 (number) |
| 100 | Term 4 Grade | 147 | Comment 3 (number) |
| 101 | Term 5 Points | 148 | Comment 4 (number) |
| 102 | Term 5 % | 149 | Comment 5 (number) |
| 103 | Term 5 Grade | 150 | Comment 6 (number) |
| 104 | Term 6 Points | 151 | Comment 1 (text) |
| 105 | Term 6 % | 152 | Comment 2 (text) |
| 106 | Term 6 Grade | 153 | Comment 3 (text) |
| 107 | Term 7 Points | 154 | Comment 4 (text) |
| 108 | Term 7 % | 155 | Comment 5 (text) |
| 109 | Term 7 Grade | 156 | Comment 6 (text) |
| 110 | Term 8 Points | 157 | Student Summary Note |
| 111 | Term 8 % | | |



Chapter 14

Working Cross Platform

This chapter explains the information you'll need to use an Easy Grade Pro gradebook on both Macintosh and Windows 95/98/NT platforms.

Easy Grade Pro 3.5 for Macintosh and for Windows can share gradebooks easily and seamlessly. Since both platform versions of Easy Grade Pro use identical gradebook formats, you don't have to convert them, save them in a special format or go through any importing process. Just copy the gradebook from one platform to the other using a network or disk and use the Open command in the File menu to open it.

It is important that you are running the same version of Easy Grade Pro on both platforms. If you are using Easy Grade Pro 3.5.5 for Macintosh, then you should be using Easy Grade Pro 3.5.5 for Windows. Choose About Easy Grade Pro from the Apple menu (Macintosh) or Help menu (Windows) to find version information. Versions of Easy Grade Pro earlier than 3.5.5 cannot be used for cross platform work. To obtain software and licensing to work on both platforms, contact Orbis Software.

If both machines are connected via a network, transferring a gradebook is as simple as copying the gradebook to the server and then from the server to the other machine. If they are not networked, then you can use a floppy disk in PC format. Most Macintosh computers include software (such as the PC Exchange Control Panel) that allows the computer to read from and write to a PC floppy disk. Windows computers rely on a filename extension to identify a document's type. When transferring a Macintosh gradebook to Windows, add EGP to the filename. For example, if your gradebook's name is *My Gradebook 1999*, change it to *My Gradebook 1999.egp*. You can open the gradebook on your Windows machine by double-clicking using the left mouse button or by choosing Open from the File menu from within Easy Grade Pro.

IMPORTANT NOTE: *Because floppy disks are unreliable, it is best to copy a gradebook on a floppy disk to the computer's hard disk before working with it.*

The basics

Transferring a gradebook to Windows

Transferring a gradebook to Macintosh

You can use a network or a PC floppy disk to transfer a gradebook to a Macintosh computer (see the prior section). Be sure that the gradebook's name has the extension *.egb*. You can open a gradebook on the Macintosh by choosing Open from the File menu. However, since Macintosh computers rely on a hidden code to identify a document's type and Windows documents don't have these codes, you *cannot* open a gradebook by double-clicking on it unless you have PC Exchange, Macintosh Easy Open, File Exchange or some other utility program that maps PC extensions to Macintosh applications. The PC Exchange Control Panel is shown below with the proper mapping set. It only needs to be set once.



Differences between the platforms

Easy Grade Pro for Windows is virtually identical to Easy Grade Pro for Macintosh. If you already know Easy Grade Pro 3.5 for Macintosh, you will find Easy Grade Pro for Windows to be completely familiar. There are some differences as follows:

- Menu item terminology, keyboard keys, keyboard equivalents (accelerators) for menu items and highlight colors have some platform-specific differences.
- Different characters are found in fonts (typefaces). Some characters on the Mac (such as the check mark) are not available in Windows and vice versa. Easy Grade Pro will convert some of these to alternatives when transferring between the two platforms.
- Easy Grade Pro for Macintosh saves all Page Setup (orientation, paper type, scaling, etc.) options. Easy Grade Pro for Windows does not; you will need to reset any non-default page setup options each time you print.
- Macintosh printers typically allow scaling (enlargement/reduction). Since fewer Windows printers offer this, Easy Grade Pro for Windows allows smaller typefaces in reports and allows right-clicking in the print preview window to select from multiple zoom levels.
- When ePrinting, Easy Grade Pro for Macintosh creates files in PICT format. Easy Grade Pro for Windows creates files in BMP (bitmap) format. These formats are the most common formats on their respective platforms.
- Easy Grade Pro for Windows offers status bar help, right mouse clicking to open contextual menus and automatic reopening of the last gradebook. Easy Grade Pro for Macintosh offers balloon help and allows quick-searching by pressing the option key with the first letter of the item's name.
- When exporting a text file on either platform, Easy Grade Pro automatically puts a CR at the end of each record. In the Windows world, many programs expect to find a CR/LF combination. See page 13-4 for an explanation of how to add a LF to the end of a record.
- Easy Grade Pro for Windows requires a color monitor displaying at least 256 colors. Easy Grade Pro for Macintosh does not require a color monitor.



Appendix

This appendix includes sections on FAQs, contacting ORBIS Software and an index.

When a student's overall percent was manually calculated using a progress report, it was different from Easy Grade Pro's value. How come?

Unless a progress report displays the points earned on each assignment and the category weights (if used), it is usually not possible to verify an overall percent using a student report. For explanations of how Easy Grade Pro calculates grades, refer to the sections *How to add assignments* on page 7-1 and *How is a student's overall percent calculated?* on page 7-6. Use the Student Grades view of the Summary window to view a breakdown of grades.

How do I set up my 5-point scoring system?

Method 1: Using Regular Numbers. You can simply type numbers into score cells. However, since 1 out of 5 is a 20%, 2 out of 5 is a 40%, etc., a traditional grade scale will be too high.

You can create a grade scale in the Class Options window that better matches the wide range of percents. Since students may be troubled by the lower percents in student reports, you may want to set the display of grades to GRADES ONLY in the Report Options window.

Method 2: Using Special Scores. You can create special scores to be used instead of regular numbers. Your special scores could be +5 (100%), +4 (90%), +3 (80%), +2 (70%) and +1 (60%). The plus symbol is used to minimize confusion with true numeric scores. Create Special Scores in the Scores view of the Class Options window. You can choose to enter special scores by direct typing or by using shortcuts but not both. Open the Gradebook Options window to the General view to set your preference. Refer to the sections *Setting Special Score Options* on page 5-4 and *Setting General Options* on page 5-10 for help.

How do I drop multiple scores for a student?

Easy Grade Pro drops scores in *real time*, changing the dropped scores as new scores are added. It performs extensive calculations to ensure that the process always results in the greatest possible improvement. Because of this, only one score can be automatically dropped per student. However, there is an easy way to manually drop multiple scores using

FAQs (Frequently Asked Questions)

the Change Scores tool. Refer to the section *How to drop scores* on page 8-9 for help.

Why are my calendars set to the wrong date?

This indicates that the computer's clock is not set properly or the clock's battery is dead.

How do I start a new term? How do I combine grades across terms?

Choose *Start New Term* from the Tool menu. If you wish to combine term grades and attendance data, refer to the section *Setting Combine Term Options* on page 5-6 for help. If you wish to display prior-term data in the score or attendance charts of your new term, refer to section *How to add special data columns* on page 8-10.

How do I handle a weighted final exam?

The prior term grades are wrong in my current class. What's going on?

Refer to the section *Setting Combine Term Options* on page 5-6.

Why am I getting disk error messages when saving to floppy disks?

Floppy disks are prone to a variety of problems, especially when used with two or more computers. See *Floppy Disk Alert!* on page 4-2.

How do I get my gradebook to fit on a floppy disk?

Choose Compress from the File menu. You can set compression to occur automatically as you work. Refer to the section *Setting General Options* on page 5-10 for help.

Can Easy Grade Pro be networked?

A gradebook can be placed on a network allowing access from any computer. A gradebook cannot be opened by multiple users simultaneously. *Macintosh*: The Easy Grade Pro application (site version) can be placed on a server allowing multiple users to work from a single installation. *Windows*: The application must be installed on each computer.

How do I get the overall grade to reflect a subset of the assignments?

Change the status of the assignments to be excluded to *Not for Grade* in the assignment chart. Refer to the section *The Assignment Chart* on page 9-6 for help.

Lines or margins don't appear properly in printed reports. (Windows)

Make sure that you are using the correct printer driver. *Windows*: From the Start menu, choose Settings:Printers. *Macintosh*: From the Apple menu, select the Chooser. The printer driver should have the name or model of your printer as part of its name. If necessary, install the driver software using the installation disk that came with the printer. Be sure you have selected the proper paper type and other settings in the Page/Print Setup window.

Contacting ORBIS Software for Technical Support

ORBIS Software provides free technical support to registered users. Send e-mail to orbissoft@aol.com, fax to 253-848-6505 or call during the hours of 4:00-6:00 P.M. Pacific Time, Monday - Friday to (253) 848-6899. Before you contact us, please be sure that you have read the FAQs above and you have searched this manual and your computer manual and could not find a solution. Be sure to have the following information: your registration (serial) number, the version number of Easy Grade Pro (e.g. version 3.5.5), and a clear description of the problem. **You are strongly encouraged to be at your computer when calling.**

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