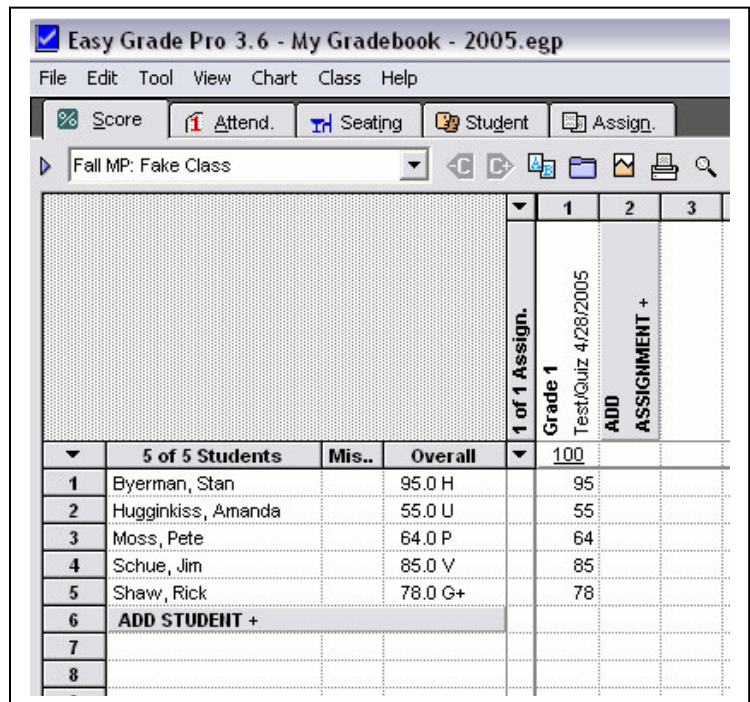


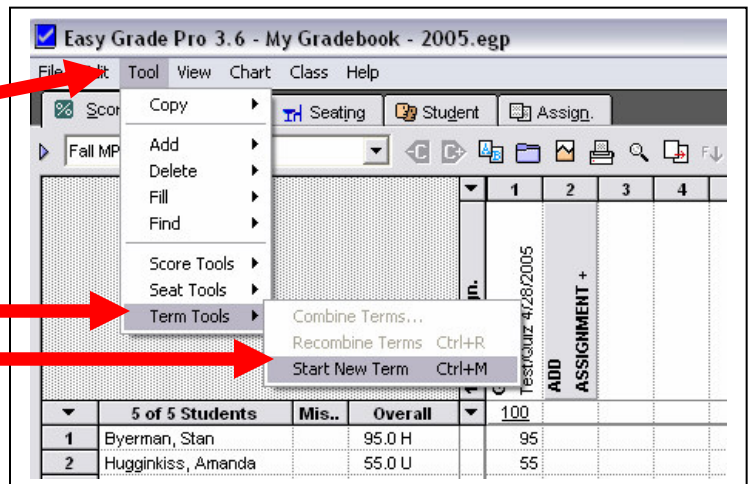
EasyGrade Pro

Combining Fall Marking Period and Exam to Calculate Term Grade

1. Enter grades for the fall marking period.

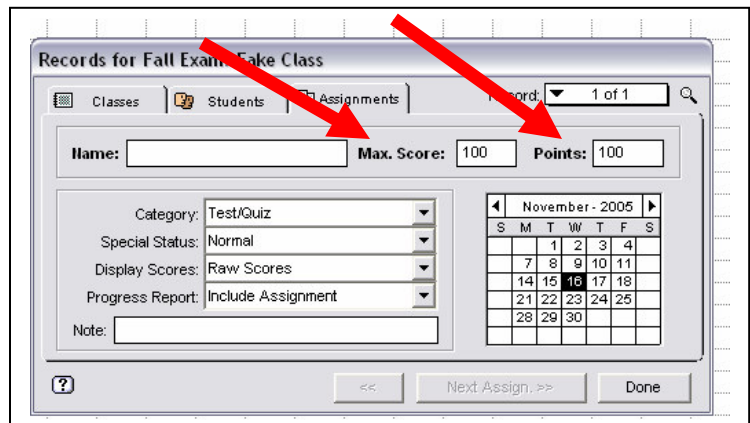


2. From the Tool menu, select “Term Tools” and then “Start New Term”. If you have not yet done so, identify the term as the “Fall Exam”.



3. Add one or more assignments for the exam.

“Max Score” is the points possible on the section of the exam. “Points” is the weight of the section.



4. In this example, Part I of the exam is worth 75% and Part II is worth 25%.

Enter grades for each student.

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File Edit Tool View Chart Class Help

Score Attend. Seating Student Assign.

Fall Exam: Fake Class

			1	2	3	4
			of 2 Assign.			
			Part I			
			Test/Quiz 11/16/2005			
			Part II			
			Test/Quiz 11/16/2005			
			ADD			
			ASSIGNMENT +			
	5 of 5 Students	Mis.. Overall	75	25		
1	Byerman, Stan	87.2 V+	45	30		
2	Hugginkiss, Amanda	90.9 H-		31		
3	Moss, Pete	96.1 H	50	32		
4	Schue, Jim	77.5 G+	35	38		
5	Shaw, Rick	69.9 P+	40	15		
6	ADD STUDENT +					
7						
8						

5. From the Tool menu, select “Term Tools” and then “Combine Terms”

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File Edit Tool View Chart Class Help

Score Copy Attend. Seating Student Assign.

Fall Exam: Fake Class

			1	2	3	4	5
			of 2 Assign.				
			Part I				
			Test/Quiz 11/16/2005				
			Part II				
			Test/Quiz 11/16/2005				
			ADD				
			ASSIGNMENT +				
	5 of 5 Students	Mis.. Overall	75	25			
1	Byerman, Stan	87.2 V+	45	30			
2	Hugginkiss, Amanda	90.9 H-	47	31			
3	Moss, Pete	96.1 H	50	32			
4	Schue, Jim	77.5 G+	35	38			
5	Shaw, Rick	69.9 P+	40	15			
6	ADD STUDENT +						
7							
8							

