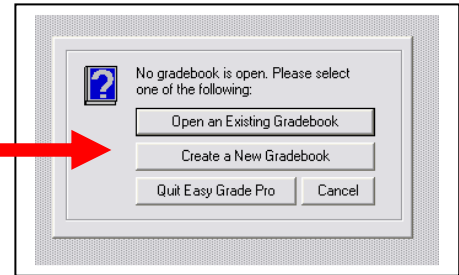
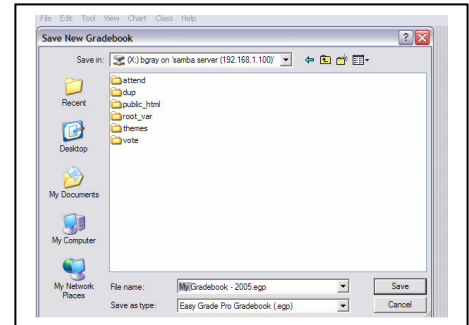


EasyGrade Pro – Quick Start

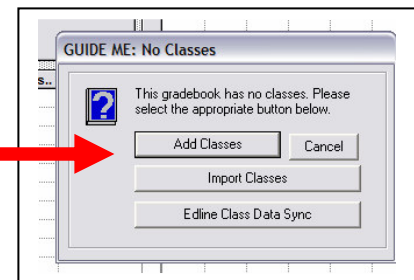
1. Start EasyGrade Pro. If your grade book from last year opens, click on the “File” menu and select “Close”. You will see the dialog shown here. Click on “Create a New Gradebook”.



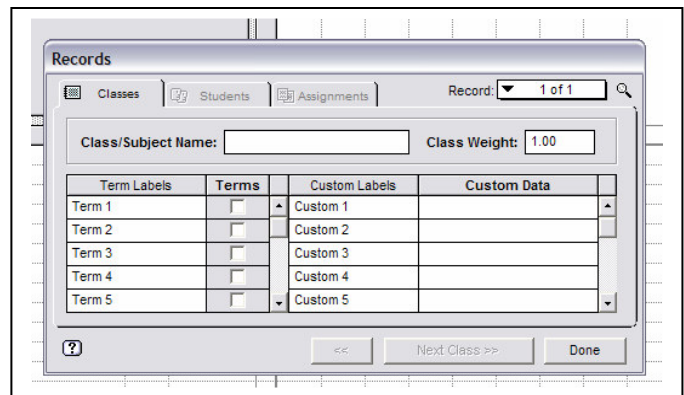
2. Select a location and file name for your gradebook. Then click “Save”.



3. Click on “Add Class”.

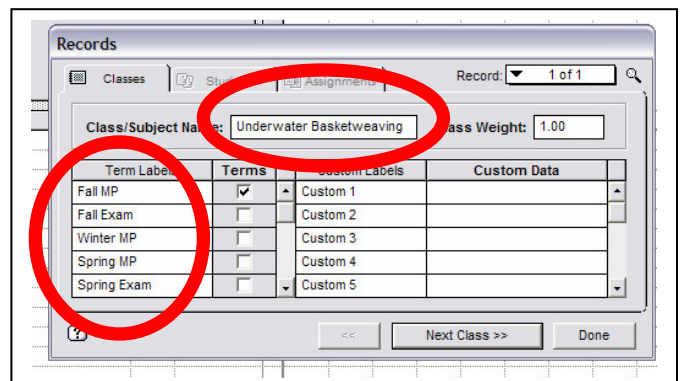


4. In the “Records” dialog, you must enter some information about our academic terms and the name of your first class.

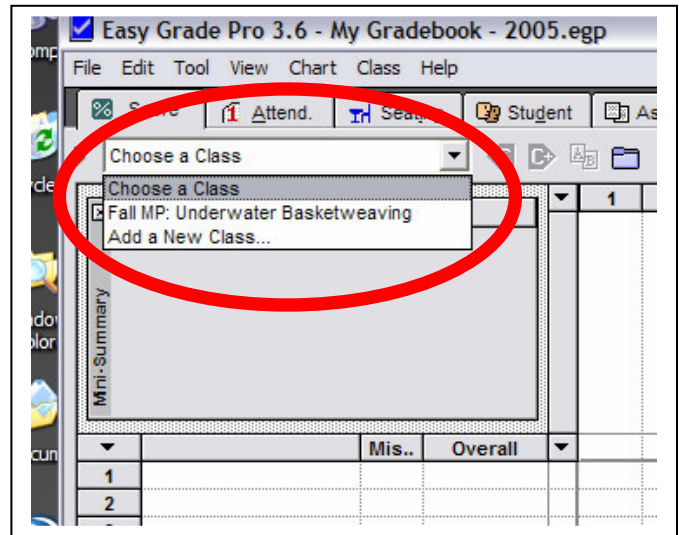


5. Change the “Term Labels” to be: “Fall MP”, “Fall Exam”, “Winter MP”, “Spring MP”, “Spring Exam”, and “Year”. Enter the class name and check the box for “Fall MP”. Click on “Done”.

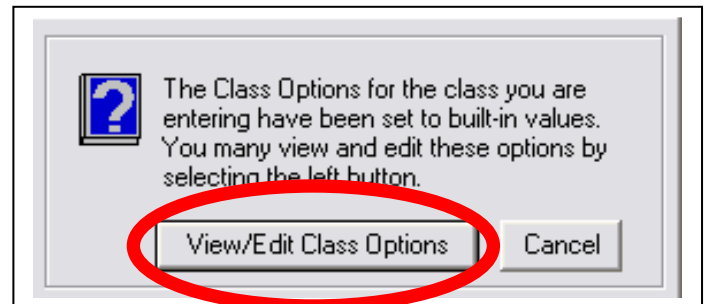
Select only the “Fall MP” term now. You will include the “exam” term and other marking periods later in the year.



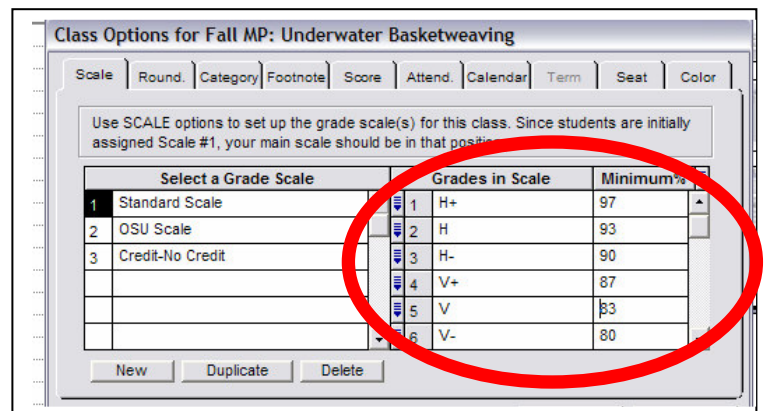
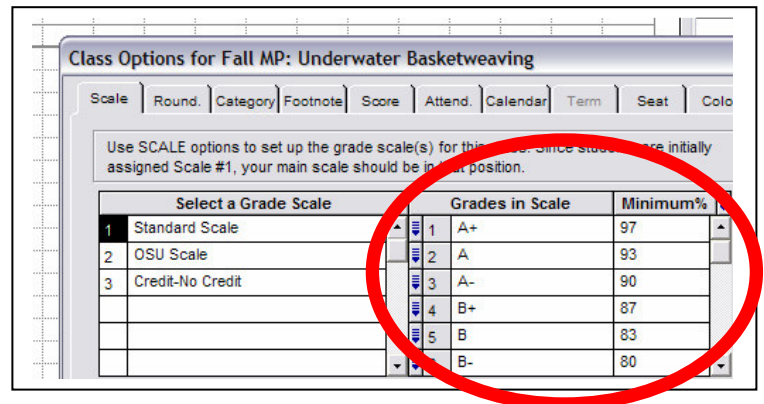
- Click on the “Choose a Class” selector, and select the class you just created.



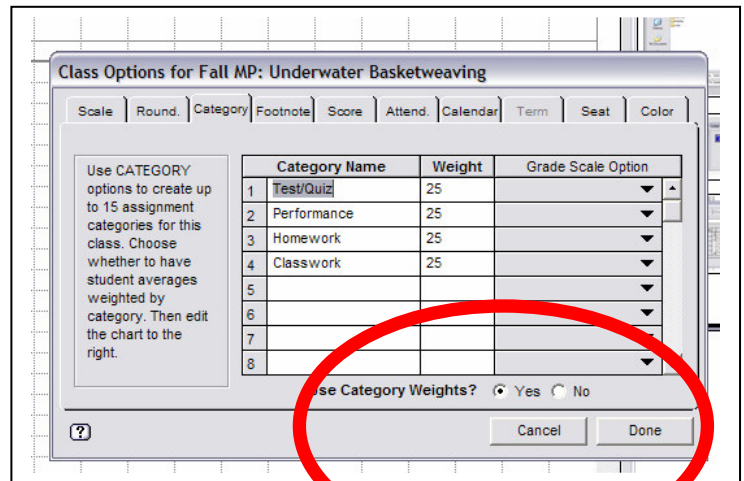
- Click on “View/Edit Class Options”. There are many choices to make, but you can change these settings later if you need to.



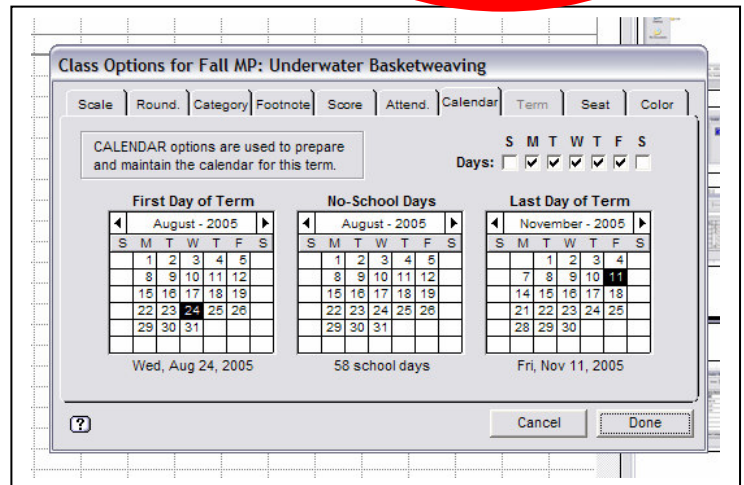
- First, modify the grading scale. Use the scroll bar at the far right to show more letter grades.



9. Next, click on the Category tab. If you calculate grades based on category weights, click on the “Yes” button in the lower right corner, and modify the category names and weights.

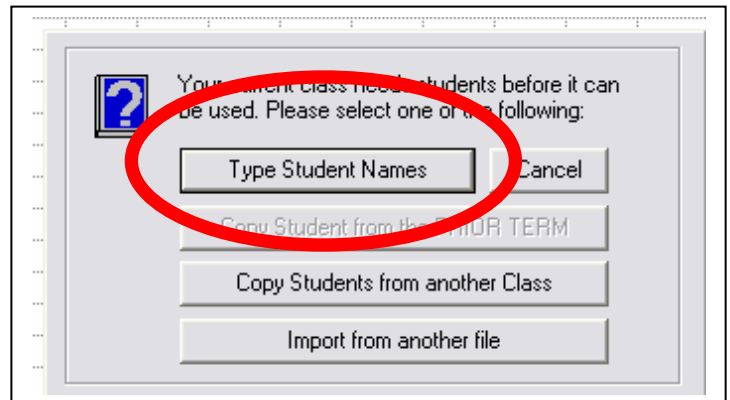


10. Next, click on the “Calendar” tab. Set the first day of the term (August 24) and the last day of the term (November 11). – Exam week is a separate term, so don’t include that week in the marking period.

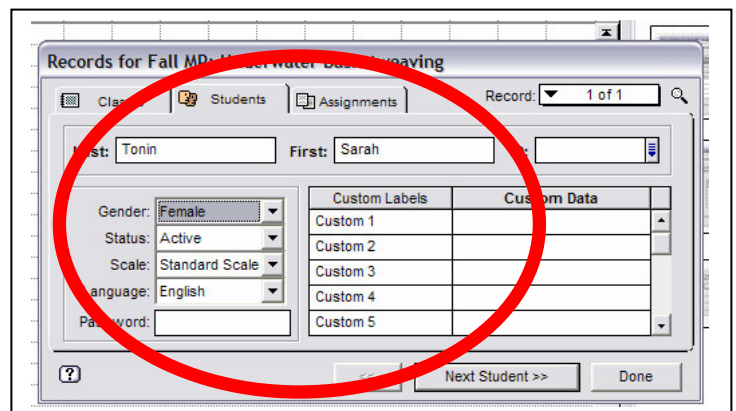


Click on “Done”.

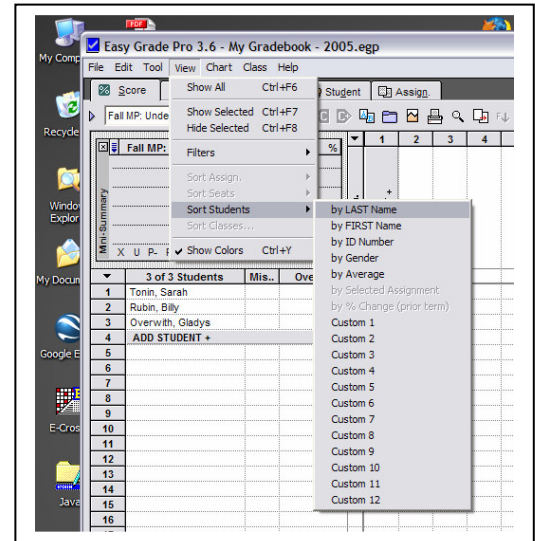
11. Next, add students to your class. Click on “Type Student Names”.



12. Type the student’s last name, first name, and gender. Click on the “Next Student” button to add each remaining student. Click on “Done” when you have typed all students’ names.



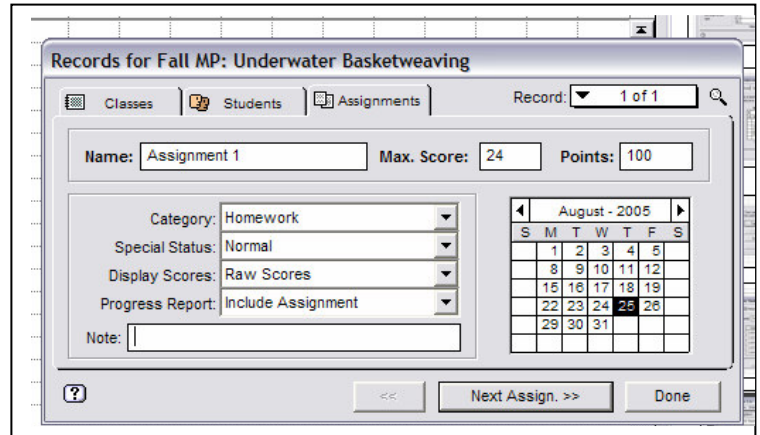
13. To sort the student list, click on the “View” menu, select “Sort Students”, and select a data field to sort by.



14. Click on the “Add Assignments” button located above and to the right of the student roster.

Enter the assignment name and select the category.

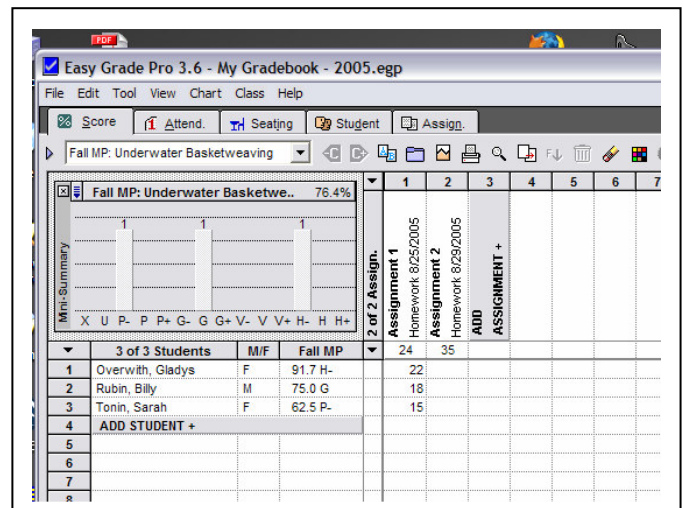
The “Max Score” is the maximum score possible on this assignment. (It could be 10 points, 24 points, or any other value. EasyGrade will compute the percentage grade based on this value and the score entered for each student.)



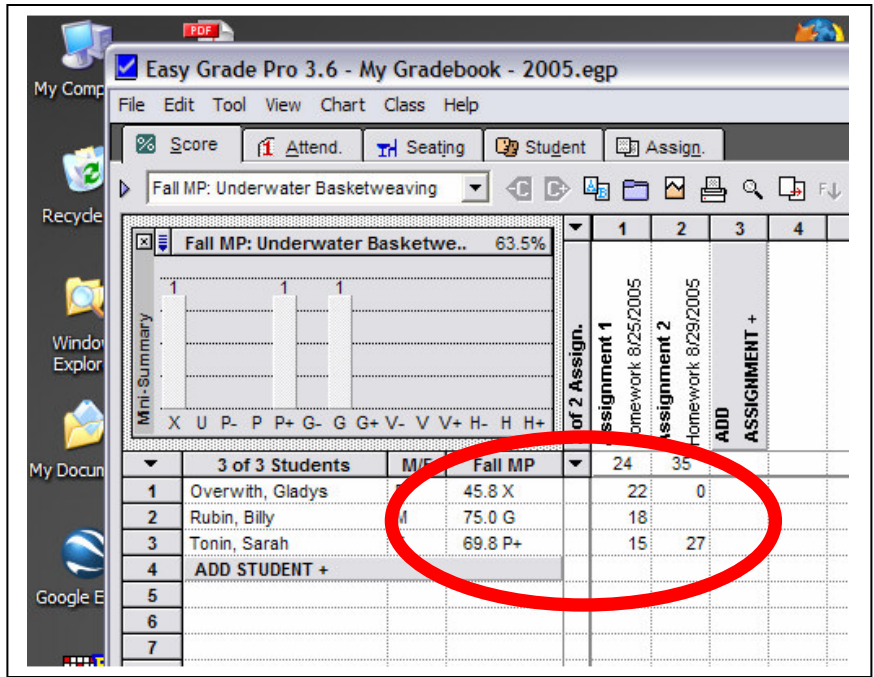
The “Points” field is used to give more weight to an individual assignment in a category. See Brian Gray for more information about this field.

Click on the date that the assignment is due. Then click on the “Next Assignment” or “Done” button.

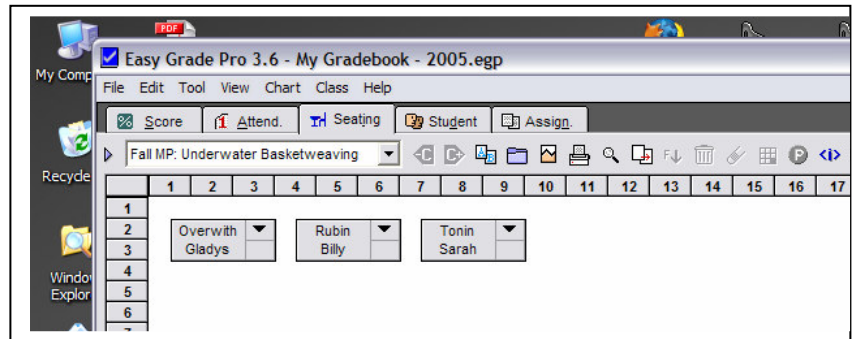
15. Enter raw scores for assignments. After typing a grade, press enter to move to the next student in the roster.



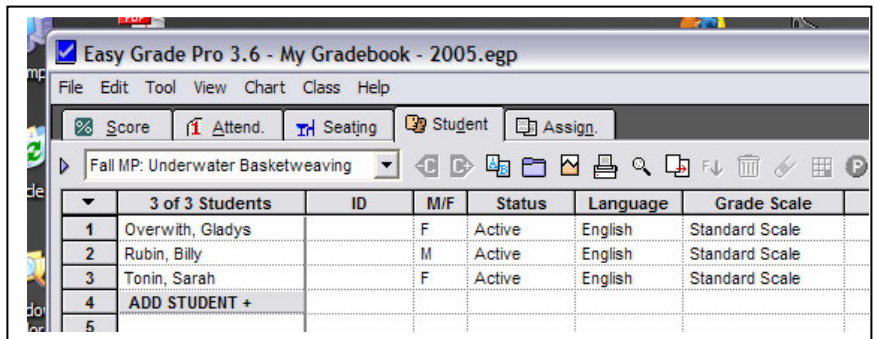
16. A grade of zero will count against the student. An empty grade cell does not affect the student's grade.



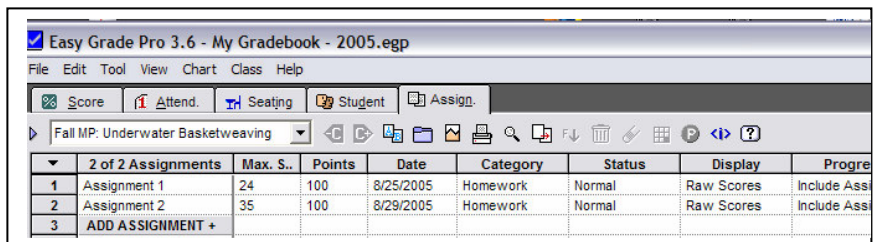
17. If you want to create a seating chart for the class, click on the "Seating" tab and then "click and drag" student seats around the screen.



18. To see details about all students at once, click on the "Students" tab.



19. To see details about all assignments at once, click on the "Assign." tab.



20. To create your next class, click on the class selector and choose “Add a New Class”, and go back to step 5.

