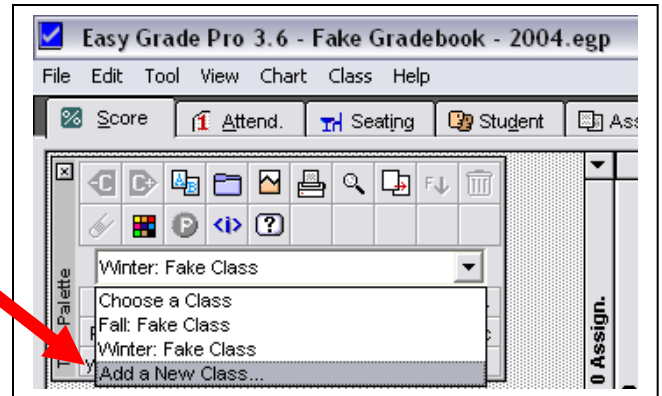


Creating Spring Term Files for Your Classes

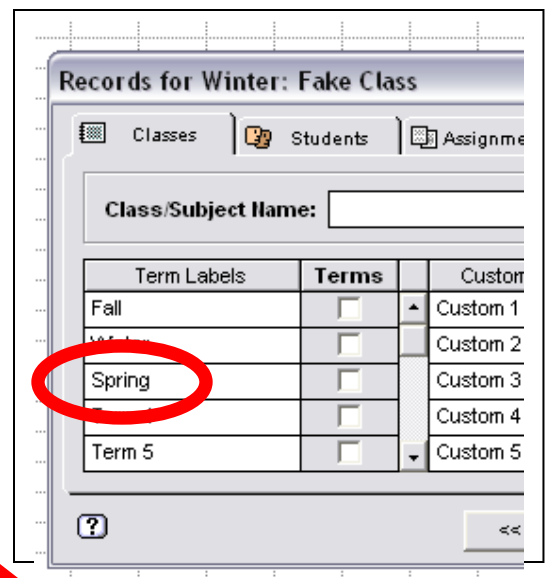
1. Open EasyGrade Pro.
2. From the Tool Palette, select “Add A New Class”



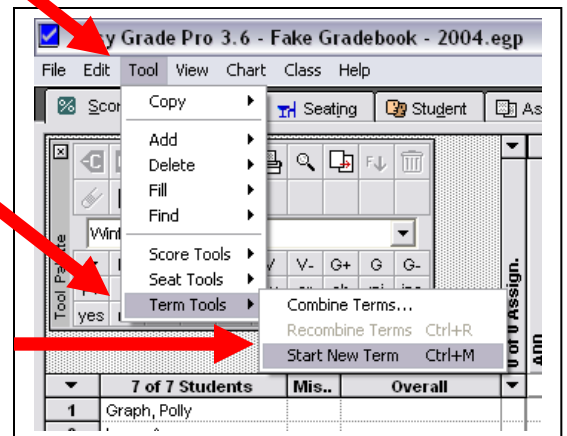
3. If you don't have a Term Label called “Spring”, then change the text of the next term to read “Spring”.

To close the dialog box, click “Done”

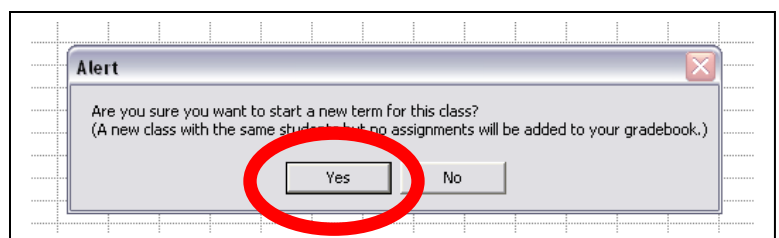
Notice that you did not add a new class. You just changed the label for the new term.



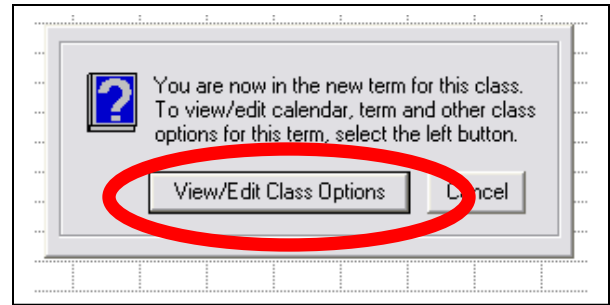
4. In the Tool Palette, select one of your Winter term classes. Then From the Tool menu, select Term Tools, and then select “Start New Term”.



5. Click “Yes” to confirm that you want to start a new term for the class.

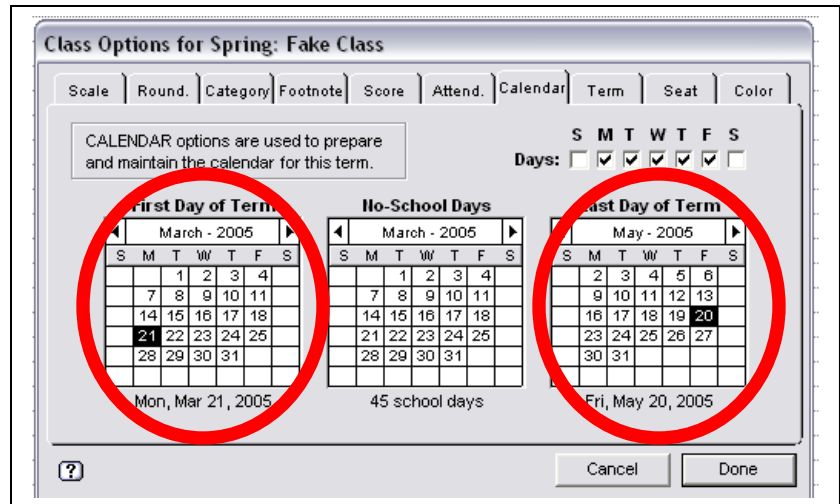


6. Click on “View/Edit Class Options”



7. Select the first day of the term (March 21) and the last day of the term (May 20).

You will create a separate term for the Spring Exam later.



8. Repeat steps 4..7 for each class.