

Printing Reports in Easy-Grade Pro

1. Enter all grades for all classes.
2. Click on the “Assign.” tab. Verify that each assignment has the correct “Max. Score” and the correct category. Click on any value in any row to change it.

	11 of 11 Assignments	Max. S.	Points	Date	Category	Status	Display	Progress Report
1	Learning Style			8/27/2004	Homework/Qui...	Not for Grade	Raw Scores	Include Assignment
2	Assignment 1	10	100	8/27/2004	Homework/Qui...	Normal	Raw Scores	Include Assignment
3	Assignment 2	10	100	8/30/2004	Homework/Qui...	Normal	Raw Scores	Include Assignment
4	Assignment 3	2	100	8/30/2004	Homework/Qui...	Normal	Raw Scores	Include Assignment
5	Assignment 4	10	100	9/1/2004	Homework/Qui...	Normal	Raw Scores	Include Assignment
6	Assignment 5	2	100	9/1/2004	Homework/Qui...	Normal	Raw Scores	Include Assignment
7	Assignment 6	2	100	9/2/2004	Homework/Qui...	Normal	Raw Scores	Include Assignment
8	Assignment 7	2	100	9/3/2004	Homework/Qui...	Normal	Raw Scores	Include Assignment
9	Assignment 8	10	100	9/6/2004	Homework/Qui...	Normal	Raw Scores	Include Assignment
10	Assignment 9	2	100	9/6/2004	Homework/Qui...	Normal	Raw Scores	Include Assignment
11	Test - Ch 1-3	60	100	9/17/2004	Tests	Normal	Grades	Include Assignment
12	ADD ASSIGNMENT +							
13								

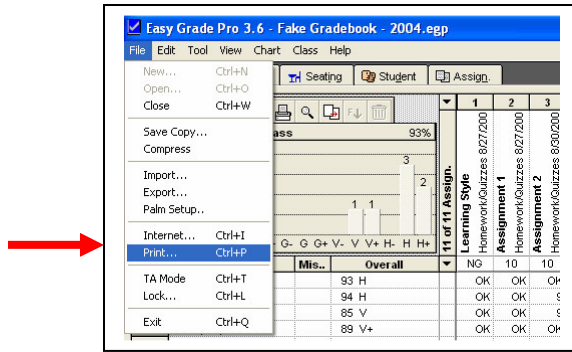
3. Click on the “Student” tab. Verify that each student is assigned to the correct Grade Scale. Click on the entry for any student to change it.

	7 of 7 Students	ID	M/F	Status	Language	Grade Scale
1	Graph, Polly		F	Active	English	SSS Standard Scale
2	Lace, Amy		M	Active	English	SSS Standard Scale
3	Poole, Gene		M	Active	English	SSS Standard Scale
4	Rubin, Billy		M	Active	English	SSS Standard Scale
5	Schue, Jim		M	Active	English	SSS Standard Scale
6	Tonen, Sarah		M	Active	English	SSS Standard Scale
7	Wave, Mike R.		M	Active	English	SSS Standard Scale
8	ADD STUDENT +					
9						

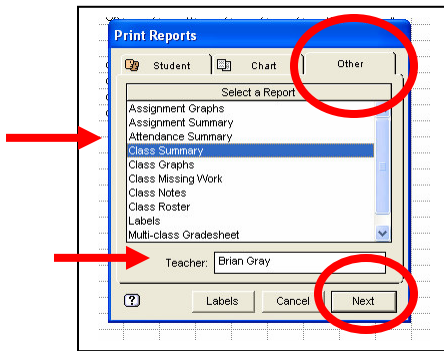
4. Click on the “Score” tab. Review the Overall grade for each student. Look at the score distribution in the “Mini Summary” window. If the Mini Summary is not visible, do the following: from the “Edit” menu, select “Tool Options”. Select “Show Mini-Sum.”

5. If a grade for an assignment is left empty for a student, the assignment is not counted for or against the student. If you want a missing assignment to lower a student’s grade, you must enter a score of “0” or choose a special score such as “Incomplete” or “Missing”.
6. Repeat these steps for each class before continuing.

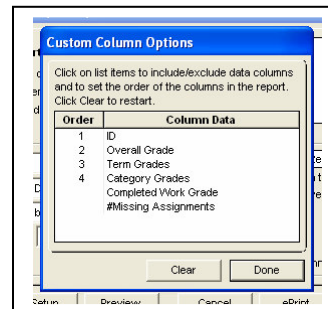
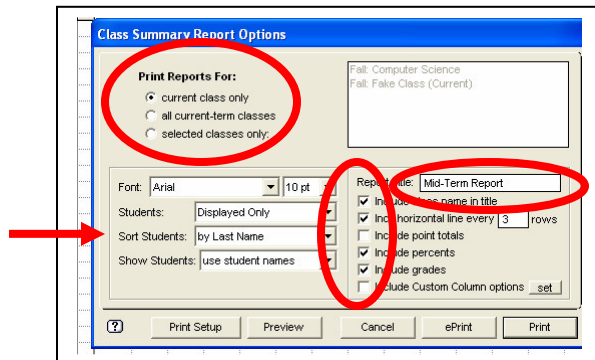
7. When all class information has been updated, you are ready to print reports.
8. From the File menu, choose Print.



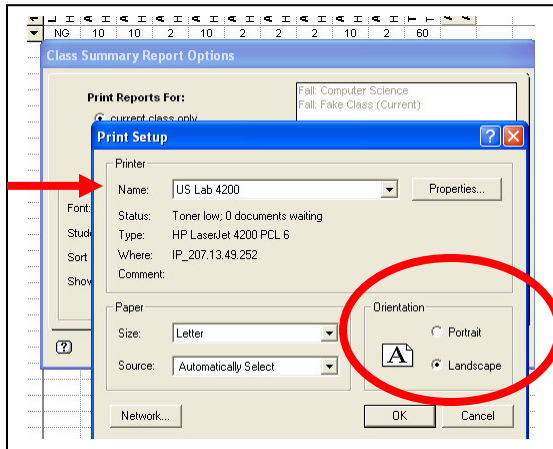
9. Click on the “Other tab at the top of the dialog, and select “Class Summary” from the list. Make sure that your name is as you want it to appear on the reports. Click “Next”.



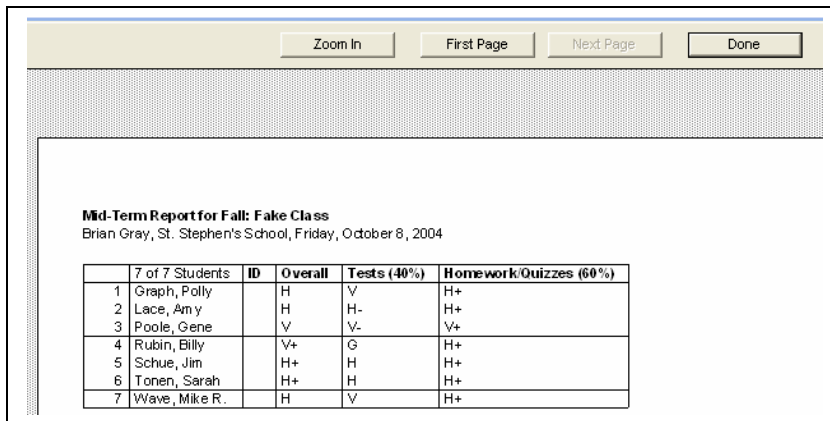
10. There are many choices to make in the “Class Summary Report Options” dialog.
 - a. You can print reports for one class, some classes, or all classes.
 - b. Choose how you want students’ names to be sorted
 - c. Set the report title.
 - d. Check boxes in the lower right corner to activate the specified option.
 - e. You can choose which columns appear on the report and the order in which they appear. Check the last option box (“Include Custom Column Options” and then click on the “set” button.
 - i. In the “Custom Column Option” dialog, click on “Clear” button. Then click on the columns you want to appear *in the order you want them to appear*.
 - ii. Click on “Done” to return to the “Report Option” dialog.



11. Click on the “Print Setup” button. Select the printer you want to use, and set the Orientation to Landscape. Click on OK.



12. Click on “Print Preview” to see your reports. Use the buttons at the top of the window to navigate between pages. Click on “Done” to return to the “Report Options” dialog.



13. From the “Report Options” dialog, click on “Print” Verify that you have selected the correct printer and click on “Print”

