

# EasyGrade Pro

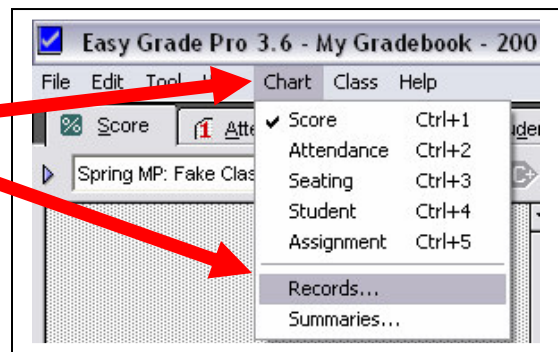
## End-of-Year Calculations & Reports

There are several steps to the process of preparing end-of-year reports with EasyGrade Pro. Generally, they are:

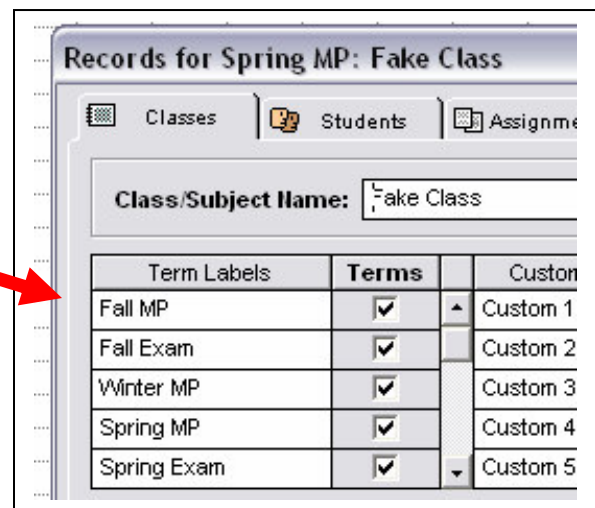
- Complete data entry for the spring marking period.
- Create a new term for the spring exam and enter scores.
- Calculate a spring term grade (based on the marking period and the exam).
- Calculate a year average (based on fall, winter, and spring terms).
- Print reports.

This document will help you complete this process.

1. Complete data entry of grades for the spring marking period (excluding the exam). Do NOT continue until the marking period grades are entered.
2. The spring exam and year average will be entered as separate terms. The first step in doing this is to create names for those terms. From the “Chart” menu, select “Records...”.

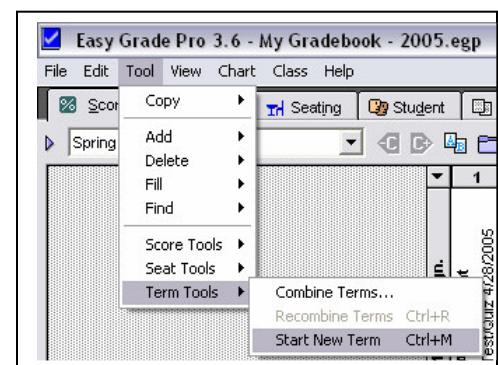


3. The term labels should be similar to those shown here. Add term labels for “Spring Exam” and “Year”. Use the scroll bar to reveal a row for the labels if needed. Click on the “Done” button to close the dialog window.

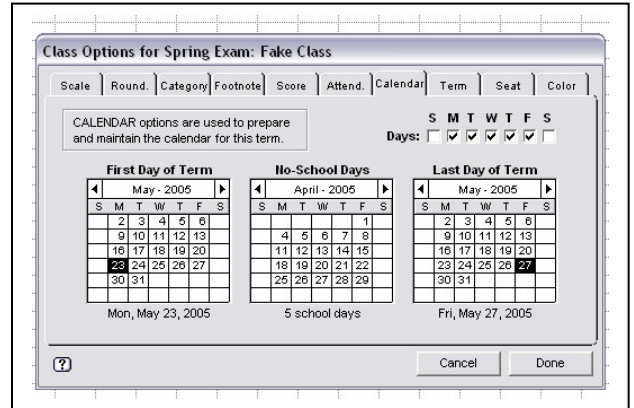


The following steps will be repeated for each class:

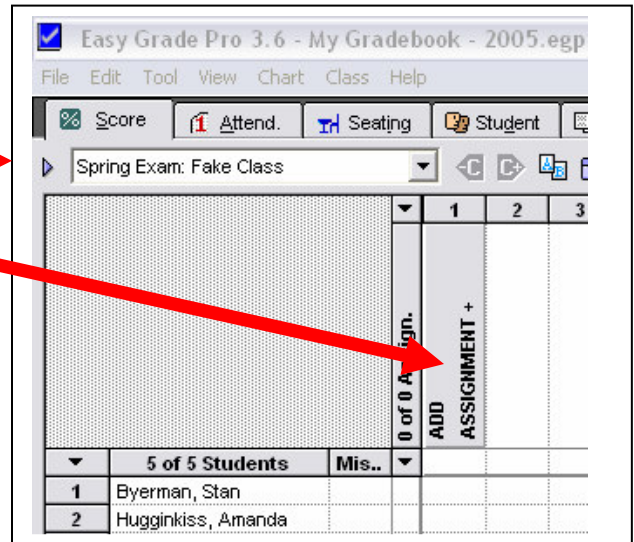
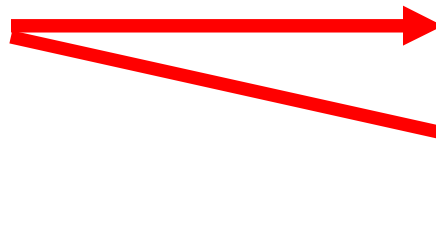
4. Create a “Spring Exam” term for the class. From the “Tool” menu, select “Term Tools” and then select “Start New Term”.



- Click “Yes” to confirm creation of new Term. Click on “View/Edit Class Options”. Set dates for the first and last day of the term (i.e., the first and last day of exam week.) Change other settings if desired. Click “Done” to close the dialog window.

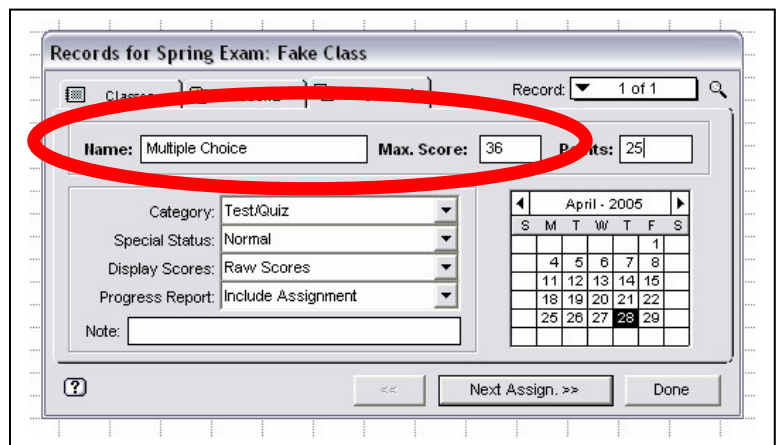


- Verify that the “Spring Exam” term for the class is selected. Click on “Add Assignment”.



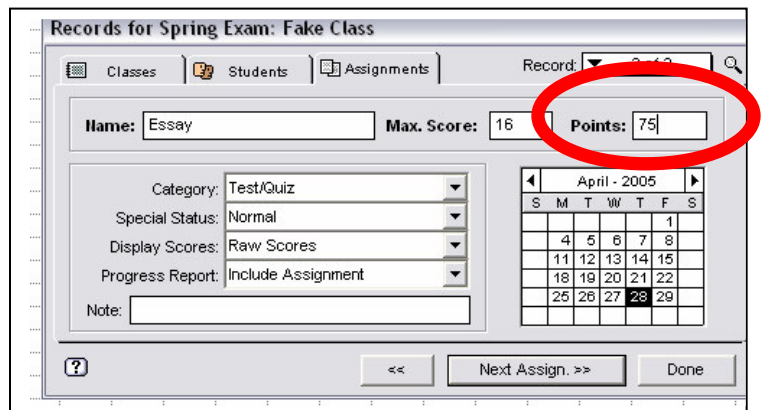
- Enter a name for the first part of the exam and the maximum points possible.
- If your exam consists of only one part, click on “Done”.

If there are multiple parts to the exam (e.g., Multiple Choice, Matching, and Essay), use the “points” field to enter percent weight of the first part of the exam. Click on the “Next Assignment” button and repeat as needed to enter information on remaining parts of the exam.



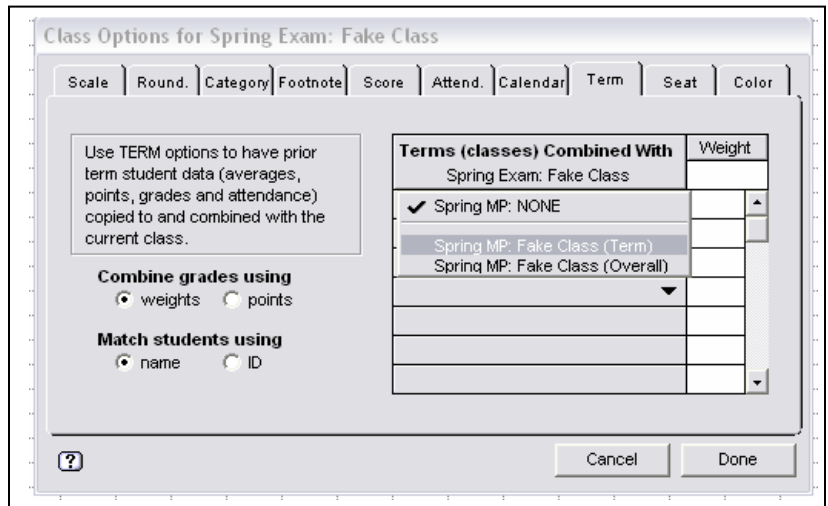
Click “Done” when all parts of the exam are entered as assignments.

The “Points” values for all assignments should total 100.

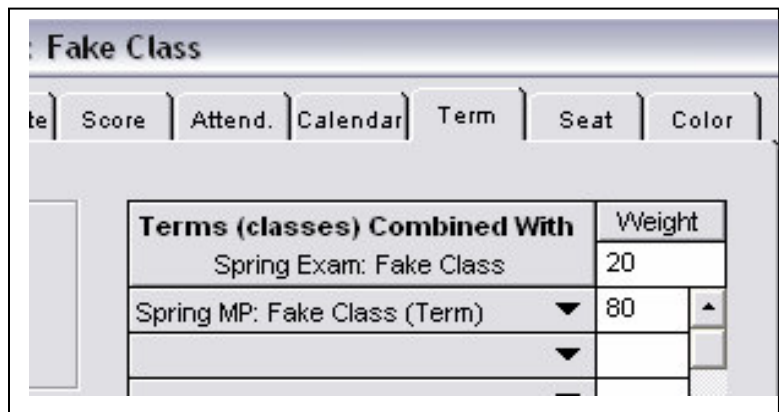




12. Choose “Spring MP (Term)” from the list.



13. Enter the weight of the Exam and the marking period. In this example, the exam is 20% and the marking period is 80%. The weights must total 100%.

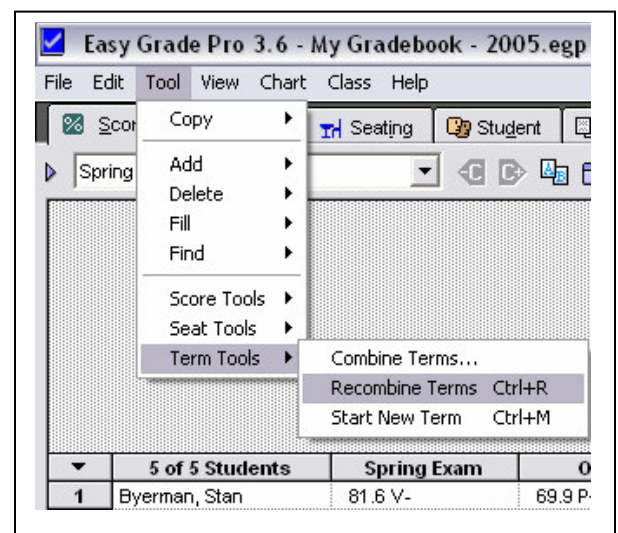


14. A new column appears to the right of the students' names. The “Overall” column contains the spring term grade.

	5 of 5 Students	Spring Exam	Overall
1	Byerman, Stan	81.6 V-	69.9 P+
2	Hugginkiss, Amanda	74.1 G	77.2 G+
3	Moss, Pete	84.9 V	88.2 V+
4	Schue, Jim	57.3 U	84.3 V
5	Shaw, Rick	57.5 U	71.5 G-
6	ADD STUDENT +		
7			

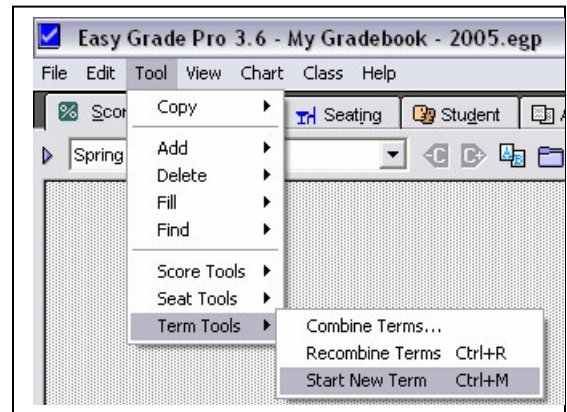
If you must correct an error in either the marking period grades or the exam grades, make the corrections and then “recombine” the terms to recalculate the overall grade.

From the “Tool” menu, select “Term Tools” and the select “Recombine Terms”.

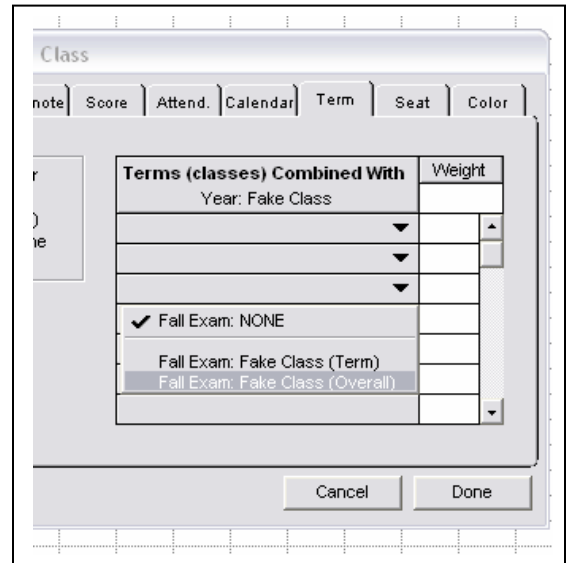


15. You are now ready to calculate the full-year averages for the class. This will be done in a new term for the class called “Year”. From the “Tools” menu, select “Term Tools” and then select “Start New Term”.

Click “yes” to confirm that you want to start a new term, and then click “Cancel” because there are no Class Options to set.

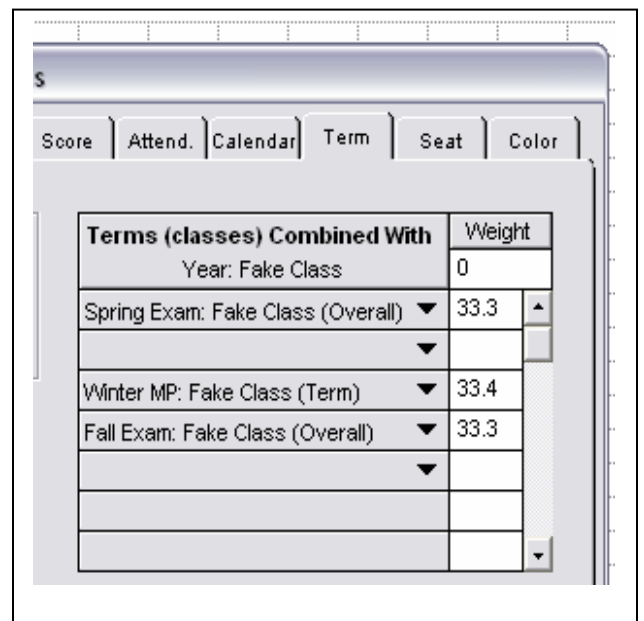


16. From the “Tools” menu, select “Term Tools” and then select “Combine Terms”. You will combine the Fall “Overall” value, the Winter “Term” value, and the Spring “Overall” value. Select those values from the lists in each row by clicking on the down-arrow and selecting the appropriate item.



**By default, the weights for each term will be 25%. This is wrong and MUST be changed.**

17. Change the weights as shown here. The weight total must equal 100%, so two terms must be 33.3% and one term must be 33.4%.

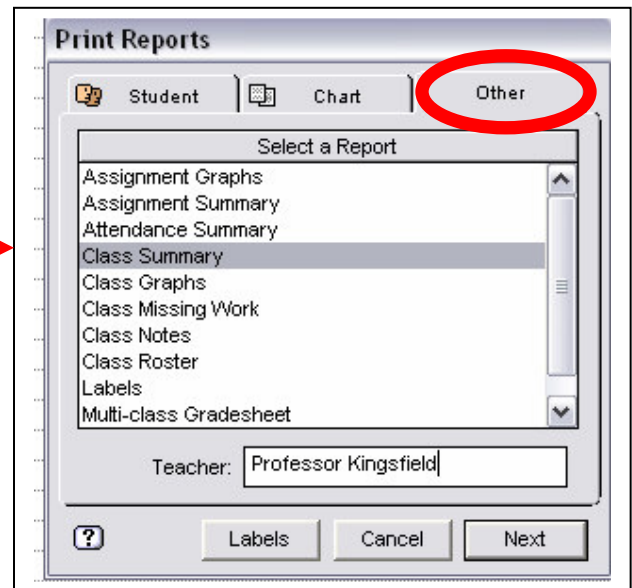


18. A new “Overall” column appears. It contains the year average for each student.

	5 of 5 Students	Year	Overall	AD	AS
1	Byerman, Stan		81.9 V-		
2	Hugginkiss, Amanda		71.7 G-		
3	Moss, Pete		73.5 G		
4	Schue, Jim		75.8 G		
5	Shaw, Rick		82.3 V-		
6	ADD STUDENT +				
7					
8					

You are now ready to print Year-End reports.

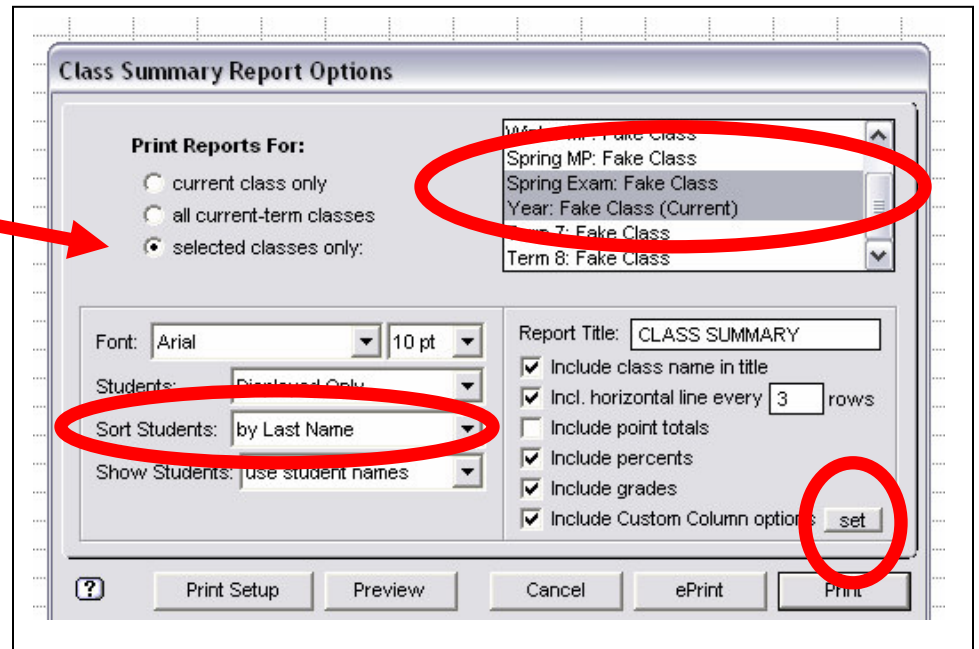
19. From the “File” menu, select “Print”. Click on the “Other” tab and select “Class Summary”. Click on “Next”



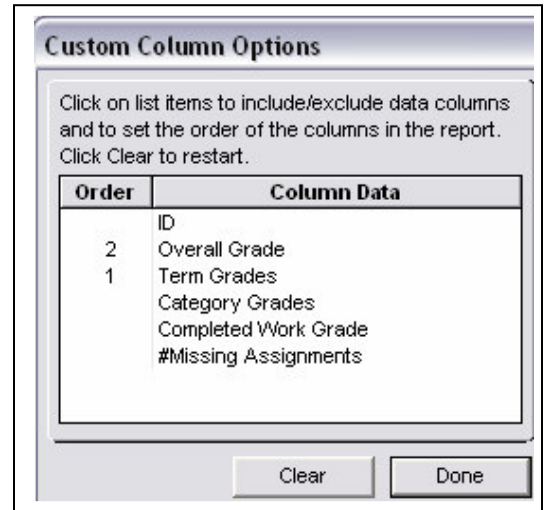
20. At the top of the dialog, click on “Selected classes only”, and select the entries for this class, “Spring Exam” and “Year”

Selecting these “terms” will create two reports that contain all of the information needed to complete the school’s grade report form.

Select “Sort Students by Last Name”. Check the box for “Include Custom Column Options” and then click the “set” button.



21. Click on “Clear”. Then click on “Term Grades”. Then click on “Overall Grade”. Click “Done”.



22. Click “Print Setup” and select “Landscape” mode. Click OK.

23. Click “Print Preview” to see the report on the screen. Click “Done” at the top of the screen to close the preview.

24. Click “Print” to print the reports.

25. On the “Class Summary for Spring Exam” report, the “Overall” column is the Spring Term grade.

**CLASS SUMMARY for Spring Exam: Fake Class**  
Professor Kingsfield, St. Stephen's School, Friday, April 29, 2005

	5 of 5 Students	Spring MP (80%)	Spring Exam (20%)	Overall
1	Byerman, Stan	67.0% P+	81.6% V-	69.9% P+
2	Hugginkiss, Amanda	78.0% G+	74.1% G	77.2% G+
3	Moss, Pete	89.0% V+	84.9% V	88.2% V+
4	Schue, Jim	91.0% H-	57.3% U	84.3% V
5	Shaw, Rick	75.0% G	57.5% U	71.5% G-

On the “Class Summary for Year” report:  
The column labeled “Fall Exam” is really the fall term grade.  
The column labeled “Spring Exam” is really the spring term grade.  
The column labeled “Overall” is really the full-year grade.

**CLASS SUMMARY for Year: Fake Class**  
Professor Kingsfield, St. Stephen's School, Friday, April 29, 2005

	5 of 5 Students	Fall Exam (33.3%)	Winter MP (33.4%)	Spring Exam (33.3%)	Year (0%)	Overall
1	Byerman, Stan	91.6% H-	87.0% V+	69.9% P+		82.8% V-
2	Hugginkiss, Amanda	61.0% P-	76.0% G	77.2% G+		71.4% G-
3	Moss, Pete	66.4% P	65.0% P	88.2% V+		73.2% G
4	Schue, Jim	82.6% V-	54.0% U	84.3% V		73.6% G
5	Shaw, Rick	80.0% V-	92.0% H-	71.5% G-		81.2% V-

Go back to step 4, and repeat for each class.