**Easy Grade Pro/Edline Programs**

**What is it?**

\*Easy Grade Pro (EGP) (edline.net) – web based grading program that LHS purchases. You can access the program from any computer with your unique login information. You can also create a website, announcements, etc. on site.

\*Edline (edline.net) – the companion program to EGP that allows students and parents with unique logins to view their grades. In order to update the grades viewed, the teacher moves an EGP document into the Edline folder.

**Logging in the first time**

1. Go to edline.net
2. Click on “click here” if you have a new activation code
3. Type in your activation code
4. Create your own username and password
5. Note: if it prompts you to select the term, choose terms 1-4. Highlight all 4 terms by holding ‘shift’ key and clicking on each term.

**LHS Requirements and Guidelines**

1. EGP classes are regularly populated by K. Kaitoku. The rosters are based on updates from ESIS.
2. You are required to update Edline every two weeks. See Staff calendar for specific dates.
3. Edline reports should include name of assignments and the current grade (not just the letter grade)
4. Make sure your Edline grade is as accurate as possible. Parents look to those grades and compare them to the final grade
5. Athletics use these grades for grade check purposes
6. Need help? See K. Kaitoku for more information

**Easy Grade Pro – Features**

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| --- | --- | --- |
| Main Options  \*Score (assignments and scores)  \*Attendance  \*Seating (seating chart)  \*Student (ID#)  \*Assignments  \*Standards | Class Options (icon with the check mark)  \*Grading Scale  \*Categories  \*Footnotes  \*Scoring  \*Attendance Codes  \*Calendar  \*Seat Options  \*Color | Gradebook Options  \*Display Options  \*Security (lock screen)  Print Reports  \*Student Progress Reports  \*Score Chart  Uploading Grades- click on the @ symbol |

**How to Set up web-based EasyGrade Pro (EGP) Gradebook**

1. Tools → Choose Semester 1 or 2

Note: If you get an error message, you need to install the EGP web plugin (ask tech for help)

2. Click on the drop down menu and choose your class in the correct term.

3. The tech team will ‘populate’ the classes with your students and also do updates as new students are added (you are not able to add students)

4. Click on Add Assignment and fill in information

Note: You can customize your gradebook. Click on “Edit”→ select ‘class options’

5. When you quit EGP, it will automatically save your data and take you back to Edline

**How to Award Credit/No Credit**

If an assignment is credit/no credit, you can edit the way it ‘looks’.

Go to Edit (in top toolbar) → Class options → Highlight ‘score name →you want to change → If you want a checkmark, Press Option+V (it will change to a checkmark) → create a shortcut symbol (ie, v=check) and then click Done. Now when you want to check off an assignment for credit, just type in your shortcut and a check will appear.

**Changing the name of your class (How it shows up in the drop down menu)**

In EGP Web,

-Choose Chart

-Choose Records

-Choose the Classes tab

-In the Class/Subject Name: - rename your class

-Click Done

**Copy Student data from class to class (If a student changes periods and you want to transfer his/her grades)**

In EGP Web,

-Choose Tool

-Choose Copy

-Choose Students

-Choose Class to Copy FROM and Classes to COPY TO

-Choose Students To Copy

-In the Copy Student Options box, choose what you want to be copied over (probably Scores and Attendance)

-Press Copy

**If Classes aren’t showing up for all quarters/terms**

In EGP Web,

-Click on Chart and choose Records

-Click on the Classes tab

-Check off Terms 1-4 (Do this for all classes, you can click the "Next Class>>" button to go to the next class)

-Click Done

**How to Reorder your Classes**

In EGP Web,

-Choose View

-Choose Sort Classes…

-Drag to Change Order (click on a class and move it up or down)

**How to Hide Students that has withdrawn**

-Drag the name of the student to the bottom of the list

-Click on the students name so that it is highlighted

-Choose View

-Choose Hide Selected

**How to student grades from EGP to Edline (for parents/students to view)**

1. In EGP, click on the @ button (in the toolbar at the top)

2. Click on the pull down menu (left side) to select classes (most times you will leave it at “All students in Term #).

3. Click on the Options tab (left side) to choose what kind of information parents/students will see when they log in.

4. In the “Edline Report/Folder Name”please leave the default, which is “Student Report.”This is where the reports will be saved and a folder will be created.

5. The report you see on the right side is what Edline will show.

Note: this is the only way to view what parents/students will see

6. In the last section of the Options, please enter your name in the Teacher Name box.

7. When you are done setting your options click on the upload button (bottom right). Your grades have now been uploaded to Edline for parent/students to see.

You should get a report saying it was updated successfully.