

## Using Easy Grade Pro (EGP) in Edline



To get to Edline Homepage

1. Go to [www.edline.net](http://www.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 (Write it down if you think you’re going to forget it)

\*\*\*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.

To set up web-based Easy Grade 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

**Uploading 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.

**STUDENT PROGRESS REPORT**  
 Friday, November 7, 2014  
 TERM 2: TEST CLASS

Kristy Kaitoku  
 Leicelhua High School

student, test

**Grade Summary**

Summary Item	Points	Grade
Overall Grade	95/120	79.2% C+
- Category: Test & Quiz	20/20	100.0% A+
- Category: Homework	75/100	75.0% C
Completed Work Avg.	95/120	79.2% C+
- Missing Assignments		0

Grade Scale: A+>=97, A>=93, A->=90, B+>=87, B>=83, B->=80, C+>=77, C>=73, C->=70, D>=60, F>=0

**Term 2 Assignments**

#	Date	Category	Assignment	Score	Points	Grade
1	10/27/14	Test & Quiz	Quiz #1	20/20	20/20	100.0% A+
2	11/3/14	Homework	homework	75/100	75/100	75.0% C

Must include assignment chart and chart contents

Action:

for:

List

**Edline Upload Reports Options**

Edline Report/Folder Name

Include Multiple Classes (in each report)

Include Student Title Data

Include Intro/Postscript Text

Include Grade Summary Chart

Include Assignment Chart

Assignments

Chart contents

Include Standard  Date

Include Attendance  Category

Include Notes & Comments  Score

Display Options  Points

General Options for Special Scores  Grade

General Options for Special Scores  Key for Special Scores

Teacher Name

School Name

Custom Report Title

Custom Report Date