

Easy Grade Pro Web Hints

EGP Web

1. 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.

Rename "Term 1, Term 2" etc to "Quarter 1, Quarter 2" etc

In EGP Web,

- Choose Chart
- Choose Records
- Choose the Classes tab
- In the column "Term Labels" click on Term 1 and rename it to Quarter 1 and so on

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

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)

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

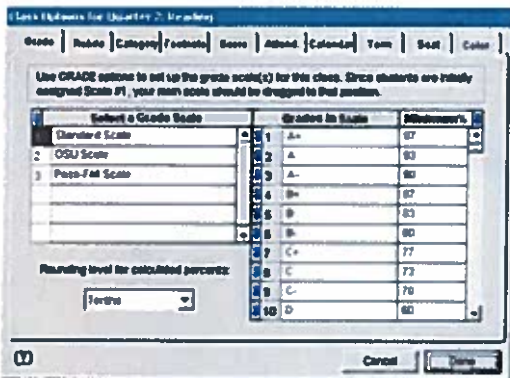
How to Hide Students that has withdrawn

- 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

Class Options: Grade Scale

A grade scale is used to convert the percent on an assignment, a category average and the overall average to some meaningful label called a grade. For example, it may be used to convert a 98% to an A+.

A scale consists of one or more grades with a minimum or cutoff percent for each. Grades can be letters (A,B,C), words (Outstanding, Satisfactory) or numbers (4.00, 3.00). A class may have multiple scales. Each student is assigned the first grade scale but you can have different scales for different students. You can even assign scales to score categories in case you wish a category of assignments to use a certain scale.



To edit grade scale options:

1. Choose Class Options from the Edit menu and select the Grade tab.
2. To view or edit a scale, first click on its row number. The grades and minimum percents will appear in the list to the right.
3. To create a new scale, click the blue button above the left list and choose New Item. Type the name of the scale and then type the grades and minimum percents in the list to the right. The minimum percents must be in descending order and the last percent must be 0. Use the small blue arrows to insert or delete a row anywhere in a scale.
4. To duplicate or delete a scale, click the blue button above the left list and choose the appropriate item. Then click the appropriate button below the list.
5. The first grade scale in the list is the most important one because it is initially assigned to all students. To move a scale to the top position, press on its row number and drag.

FAQ: What is grade-clicking? How does it work?

6. Set the rounding level. Rounding options include whole numbers, tenths and hundredths, and are used whenever percents are calculated. As an example, suppose a student has earned 89.638%. After rounding, the number displayed will be 90% for ones rounding, 89.6% for tenths rounding and 89.64% for hundredths. Ones rounding results in cleaner looking numbers. Hundredths rounding results in greater accuracy. For many teachers, tenths rounding offers a good compromise.
7. To assign a scale to a student (other than the first scale), exit from the Class Options window and choose Students from the Chart menu. In the Grade Scale column, select a scale for the student.
8. To assign a scale to a score category (other than the student's scale), click the Category tab in the Class Options window and make your selection from the pop up menu after the category's name.

Score Category

Whenever you add an assignment to a class, a score category must be selected. Categories are used in graphs, summary charts, filters and reports. They help provide useful information about a student's performance. They can also affect a student's overall grade if the weighted-categories option is turned on. A class can have up to fifteen score categories.

To edit category options:

- Choose Class Options from the Edit menu and select the Category tab.
- View and edit the category names. Since each class has its own set of options, you can use subject-specific names such as Lab Activity.
- Turn on category weighting (click the Yes button) if you want your categories to have a certain proportional effect on overall grades. Enter percents in the Weights column so that their sum is 100%. To learn how category weighting affects calculations, refer to [FAQ: How a Student's Overall Grade is Calculated](#).
- Grade Scale Option. If you would like to use a special grade scale for all assignments in a certain category, select it from the Grade Scale Options column. As an example, you can have a category named Effort that uses a +1, +2, +3 grade scale. Easy Grade Pro will use the category's assigned grade scale in the score chart, in assignment graphs and in reports. Grade scales are created in the Grade view of the Class Options window.

Category Name	Weight	Grade Scale Option	Dropping/Extra Credit
1 Test-Quiz	25		Drop up to 2 scores
2 Performance	25		
3 Homework	25		Drop up to 2 scores
4 Classwork	25		
5 Extra Credit	5		Extra Credit
6			
7			
8			

Use Category Weighting
Sum of weights: 100.0 + 5.0 for extra credit

- Dropping Option. When an assignment is added to a class, Easy Grade Pro allows you to set the status of the assignment to Can be Dropped. From among these, it will drop the single most-damaging score for student. If you'd like Easy Grade Pro to drop more than one, then select the number of scores to be dropped from the Dropping/Extra Credit column. You are limited to four dropped scores. For more information on dropping, click [here](#).
- Extra Credit Option. To make one of your categories an extra credit category, select Extra Credit from the last column. This will cause the name of the category to be changed to Extra Credit. Be careful if you have category weighting turned off: all points earned by a students on assignments in this category will be added to the student's point total. However, if you have category weighting turned on, then you can set a percentage limit, or weight, on the value of the extra credit. For more information on extra credit, click [here](#).



Special Scores

Special scores are scores that can be used in place of numeric scores to provide special meaning. Easy Grade Pro provides a variety of special scores that you can use, modify and delete. In addition, you can create your own.

Here is a list of some of the most used special scores with suggestions for use:

- ex, short for excused, is for an assignment that has not been submitted and not required of the student, perhaps due to a late enrollment or other special circumstance. It has no value and does not affect the overall grade.
- cr, short for credit, is for an assignment that has been submitted but is not to be graded. It has no value and does not affect the overall grade.
- ab, short for absent, is for an assignment not submitted due to an absence. It has a value of 0%. It implies that the assignment can and should be submitted for a new grade. This score causes the assignment to appear in missing work reports.
- mi, short for missing, is for an assignment not submitted and for which no valid excuse exists. It has a value of 0%. Teacher policy determines how this grade can be changed. This score causes the assignment to appear in missing work reports.
- inc, short for incomplete, is for an assignment that has been submitted but must be redone or completed. It has a value of 0%. It implies that the assignment can and should be completed for a new grade. This score causes the assignment to appear in missing work reports.

Class Options for Quarter 2 Science-1

Grade Rubric Category Footnote Score Attend. Calendar Terms Seat Color

Use SCORE options to define up to 30 Special Scores to be used in addition to numeric scores when entering student marks. For help, click the Help button.

Score Name	Code	Shortcut	Value%	Counts as...
1 Excused	ex	E		<input type="checkbox"/> Missing
2 Credit	cr	C		<input type="checkbox"/> Missing
3 Absent	ab	A	0	<input checked="" type="checkbox"/> Missing
4 Missing	mi	M	0	<input checked="" type="checkbox"/> Missing
5 Incomplete	inc	I	0	<input checked="" type="checkbox"/> Missing
6 Yes	yes	Y	100	<input type="checkbox"/> Missing
7 No	no	N	0	<input type="checkbox"/> Missing
8 Drop	dr	D		<input type="checkbox"/> Missing
9 Outstanding	o	O	100	<input type="checkbox"/> Missing
10 Satisfactory	s	S	80	<input type="checkbox"/> Missing

? Cancel Done

To edit special score options:

1. Choose Class Options from the Edit menu and select the Score tab.
2. In the Score Names column, put the name to be used as a key in reports.
3. In the Code column, put the text that will be used as the score. To avoid confusion, we strongly recommend that you not use numbers unless you include other symbols. For example, consider using '+1' instead of '1'.
4. Optionally, you can include a single Shortcut key that, when pressed, enters the code into a score cell. If used, it must be unique in the list.
5. The Value% of a special score should be blank or between 0 and 100%. If you leave this blank, the special score will have no affect on a student's grade.
6. If you would like the score to be picked up when a missing work report is printed or when a missing work filter is used, be sure to set the Missing attribute.

For information about using special scores, refer to the section [Entering Scores](#) .


FAQ: [How do I enter a check mark as a special score?](#)

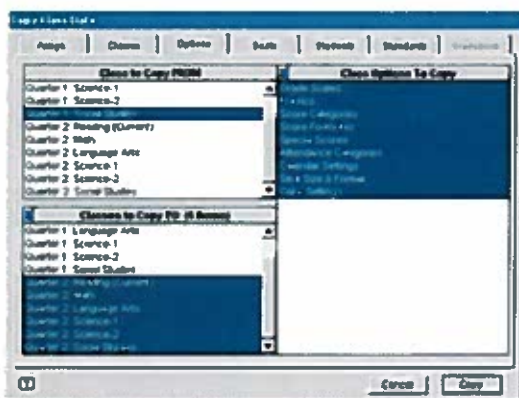
FAQ: [How do I set up my 5-point \(or some other point\) grading system?](#)

Copying Class Options to other Classes

One of the most important features in Easy Grade Pro is the ability to copy some or all of your class options from one class to others using the Copy Class Data window. This can save you lots of time and help you ensure that your options are consistent across classes and terms.

To copy class options from one class to others:


1. Choose Copy->Class Options from the Tool menu or click the Copy Class Data tool  and select the Options tab.
2. In the upper-left list, select the class to copy from.
3. In the lower-left list, select the class(es) to copy to. Be sure that you don't select the class that is selected in the upper list. To select multiple items, hold down the shift, ctrl (Windows) or command (Macintosh) key while clicking.
4. Select the options you wish to copy in the list on the right. Use the blue arrow button to select or deselect all list items. To select multiple items, hold down the shift, ctrl (Windows) or command (Macintosh) key while clicking.
5. Check all of your settings to ensure that you are copying the right options to the right classes.
6. Click the Copy button.



Copying Assignments

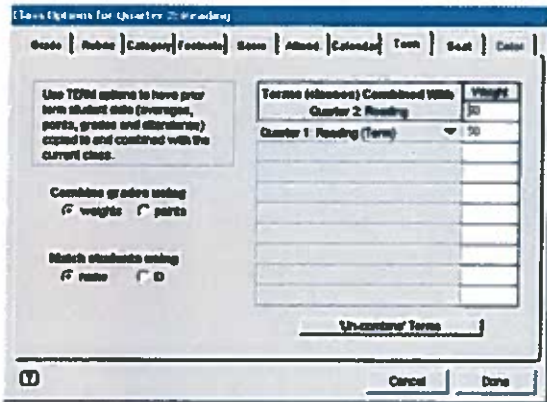
If you teach more than one section of a subject, be sure to use the Copy Class Data tool to copy your assignments from one class to others. This can save you lots of time and help ensure that your assignments are consistent across classes.

To copy assignments from one class to others:

1. Choose Copy->Assignments from the Tool menu or click the Copy Class Data tool  and select the Assign. tab.
2. In the upper-left list, select the class to copy from.
3. In the lower-left list, select the class(es) to copy to. Be sure that you don't select the class that is selected in the upper list. To select multiple items, hold down the shift, ctrl (Windows) or command (Macintosh) key while clicking.
4. Select the assignments you wish to copy in the list on the right. Use the blue arrow button to select or deselect all list items.
5. Check all of your settings to ensure that you are copying the right assignments to the right classes.
6. Click the Copy button.

Combining Terms (Class Options: Term)

At any time, you can combine your students' grade and attendance data from two or more terms to produce multi-term totals. Once combined, you can view summaries and print reports that include the totals and individual term data.



To set or edit term options:

1. Switch to a class in your current term.
2. Choose Term Tools->Combine Terms from the Tool menu. The Term view of the Class Options window will open (shown above).
3. You must decide to combine your term data using weights or points. Select weights if you want each term to have a set value. Don't use this method unless you are at or near the end of the current term because temporary grade distortions can occur when the current term has only a few assignments. Select points if you want the terms to be combined by summing all the points that a student has earned. This option is not available if any of the classes being combined uses category weighting.
4. Choose to match the students across classes by ID or name. Each student's ID number or name must be completely identical in all terms.
5. Carefully select the prior-term classes by pressing on one or more menus below the name of the current class. When selecting classes, you must choose between combining the term or the overall grade. In most cases, you should choose Term. However, if one of the classes you are combining has term options set in it, you may want to choose Overall instead.

Here is an example to explain the difference between Term and Overall. Let's say your gradebook has five terms as follows: Quarter 1, Quarter 2, Quarter 3, Quarter 4 and Year. In the Quarter 2 class, you combine Term grades from Quarters 1 and 2. In the Quarter 4 class, you combine Term grades from Quarters 3 and 4. In the Year class, you could combine Term grades from Quarters 1, 2, 3 and 4 but you could, instead, combine Overall grades from Quarters 2 and 4.

6. If you have selected Combine grades using weights, enter the term weights in the Weights column. They must sum to 100%.
7. Click Done. Easy Grade Pro will go to each of the prior-term classes and try to match the students. Whenever a match is found, the student's points, grade and attendance totals for that term are copied to and combined with the current class. A window will appear listing any students that could not be found in prior terms.