


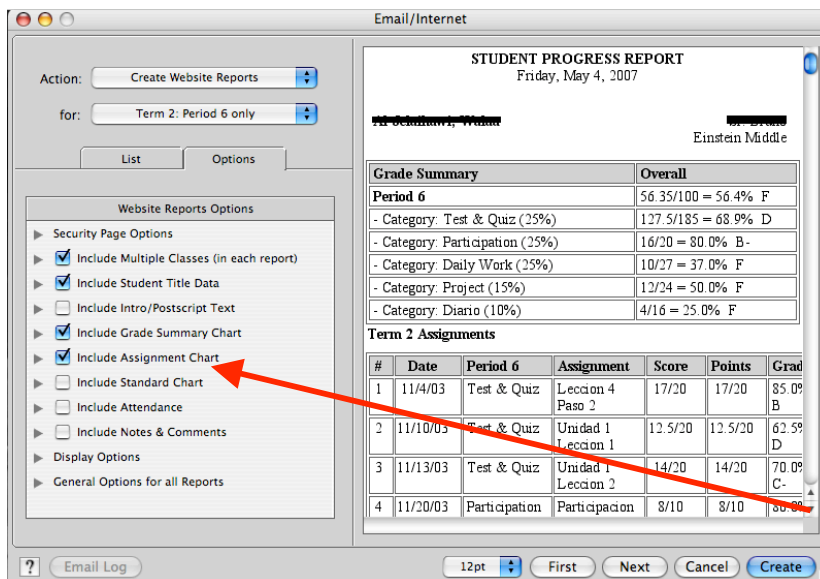
EGP Version 4 Changes:

Making a Bar Graph appear in upper left hand corner (mini-summary):

1. Edit menu → Gradebook Options → General Tab
2. Select Tool Options in the window
3. Under “Show Mini-Summary” select one of the choices other than "Do not show"

Displaying Scores instead of Letter Grades for Individual Assignments:

1. Click on  to begin creating online reports. This icon is not on toolbar and will need to be added. (see section on this)
2. Select Multi-class Website Reports → Click on Next
3. You'll get your print window for formatting your reports

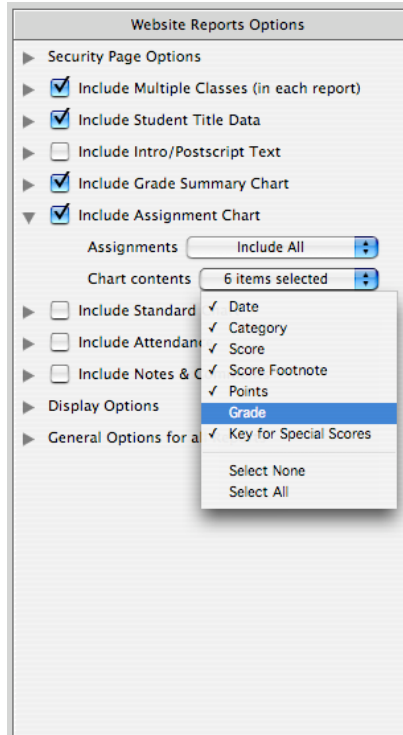


The screenshot shows a window titled "Email/Internet" with a "STUDENT PROGRESS REPORT" for Friday, May 4, 2007. The report is for Einstein Middle. The "Website Reports Options" panel on the left has several checkboxes, with "Include Assignment Chart" checked and highlighted by a red arrow. The "Include Standard Chart" checkbox is unchecked. The main report area shows a "Grade Summary" table and a "Term 2 Assignments" table.

Grade Summary		Overall	
Period 6		56.35/100 = 56.4%	F
- Category: Test & Quiz (25%)		127.5/185 = 68.9%	D
- Category: Participation (25%)		16/20 = 80.0%	B-
- Category: Daily Work (25%)		10/27 = 37.0%	F
- Category: Project (15%)		12/24 = 50.0%	F
- Category: Diario (10%)		4/16 = 25.0%	F

#	Date	Period 6	Assignment	Score	Points	Grade
1	11/4/03	Test & Quiz	Leccion 4 Paso 2	17/20	17/20	85.0% B
2	11/10/03	Test & Quiz	Unidad 1 Leccion 1	12.5/20	12.5/20	62.5% D
3	11/13/03	Test & Quiz	Unidad 1 Leccion 2	14/20	14/20	70.0% C-
4	11/20/03	Participation	Participacion	8/10	8/10	80.0% B

4. Make sure assignment chart is checked (it's a default setting) and click on **set** to change display preferences in your assignment categories.
5. **Uncheck Assignment Grade** for letter grades to not show up. Make sure Points Earned is checked. Click Done.



Sorting Students with D's and F's:

In the **Score Tab** →

1. View → Filters → Edit Filters.....Click on "New" button
2. Give the new filter a title such as: "D's and F's" → Create
3. Change the drop down menu from "Show all students" to "Show only students whose/who...."DO NOT CHANGE THE OVERALL AVERAGE BOX
4. Change the drop down menu from "is equal to" to "is less than or equal to (num)"
5. Type a number in the white box (such as 69 because that is a D grade)
6. Click on: Create → Done
To print all D's and F's: File → Print
7. Next to Report, select Student Progress (report Card)
8. In the Options Tab, scroll all the way down to Filters and find the "D's and F's" Filter. Check that box.

Printing Progress Reports:

1. File → Print → Next to **Report**: "Student Progress Report Card"
2. Next to **For**: "Students selected in the list"
3. Click on List Tab → Highlight the first name to print and HOLD DOWN **THE APPLE KEY**(no longer the **SHIFT KEY**) in order to select more than one student at a time.

To Find Student Notes:

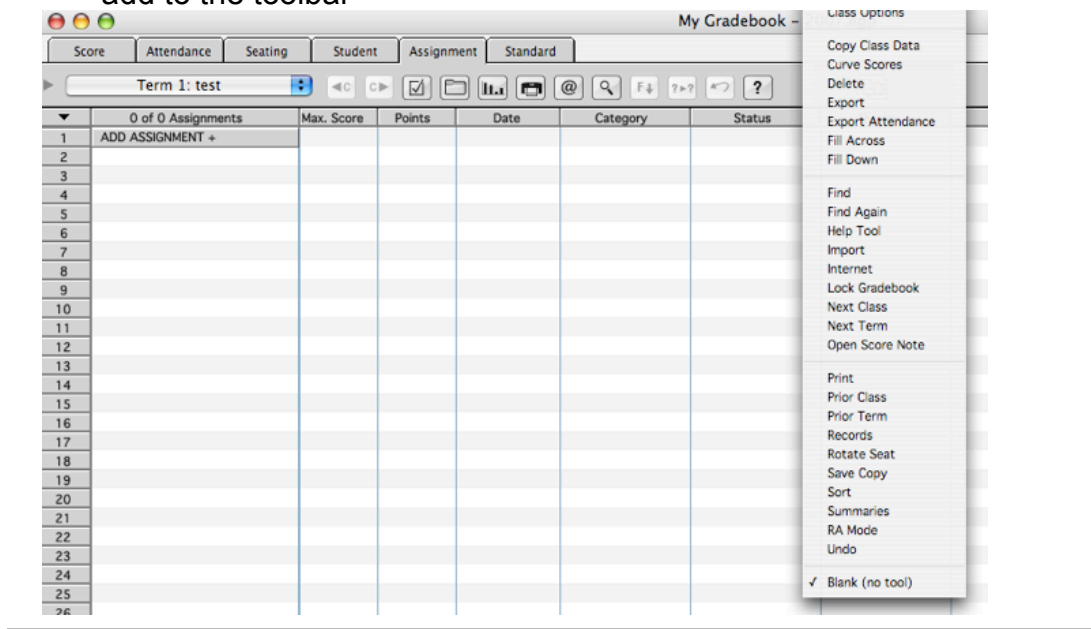
In the List Tab → Chart → Summaries → click on the drop down menu
→ choose Type: "Student Notes" → choose the Class and then the Student

Printing Student Notes:


File → Print → Options → Check the box next to: "Include Notes & Comments" → Click on gray arrow and "Include Notes and Comments" --> Include summary notes and summary comments in drop down menu

How to Add a Button on the tool bar that allows you to copy an assignment and other Class Options from one class to another:

1. Click on an empty space in the toolbar
2. A dropdown menu will appear and you can choose additional icons to add to the toolbar

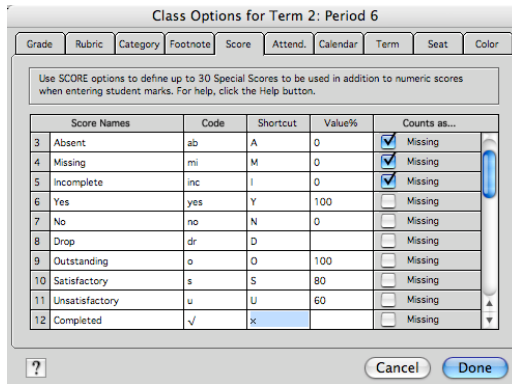


To See the Shortcuts for Scoring Options:

Click on checkmark icon → Choose "Score" tab 
This shows codes to type for symbols or abbreviations. Teachers can create their own i.e.: "P" for paid.

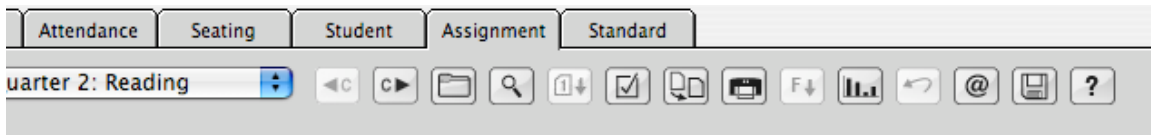
Creating Checkmarks as a Score:

Next to the code for checkmark(completed), type a X for the short cut.
Each time an X is typed as a grade, a checkmark will appear.



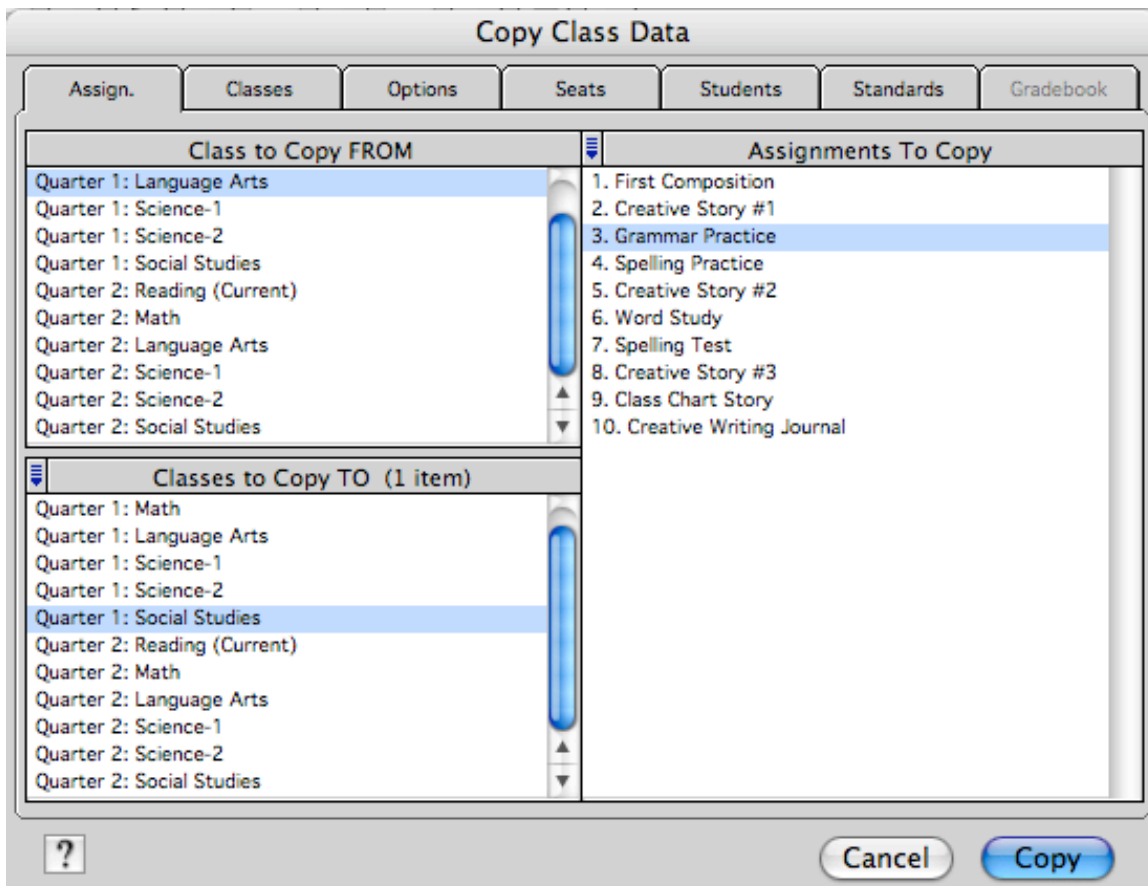
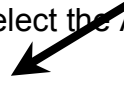
To Change the Font Size:

Edit → Gradebook Options > General Tab > Display Options and increase the font size.



To Copy an Assignment:

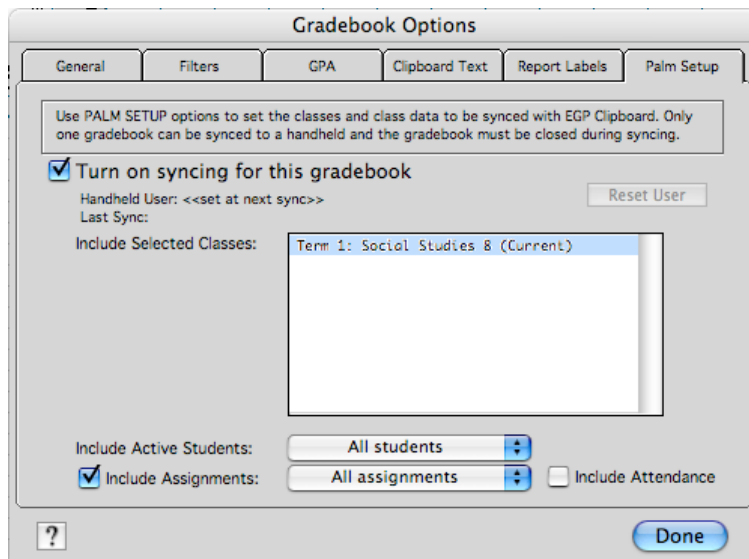
1. This is the COPY to button to choose. Select the ASSIGNMENT tab at the top.



2. Choose the class that contains the assignment.
3. Select the class that will get the copied assignment
4. Choose the assignment to copy
5. Click the copy button.

Syncing EGP to Palm:

Edit → Gradebook Options → Palm Setup → Turn on syncing for this gradebook → Done



Disk is Full Error:

The disk is full error occurs when a teacher has the same student in more than one class. Make sure that each student has the name, id number and password for each class.

Student Password Hint:

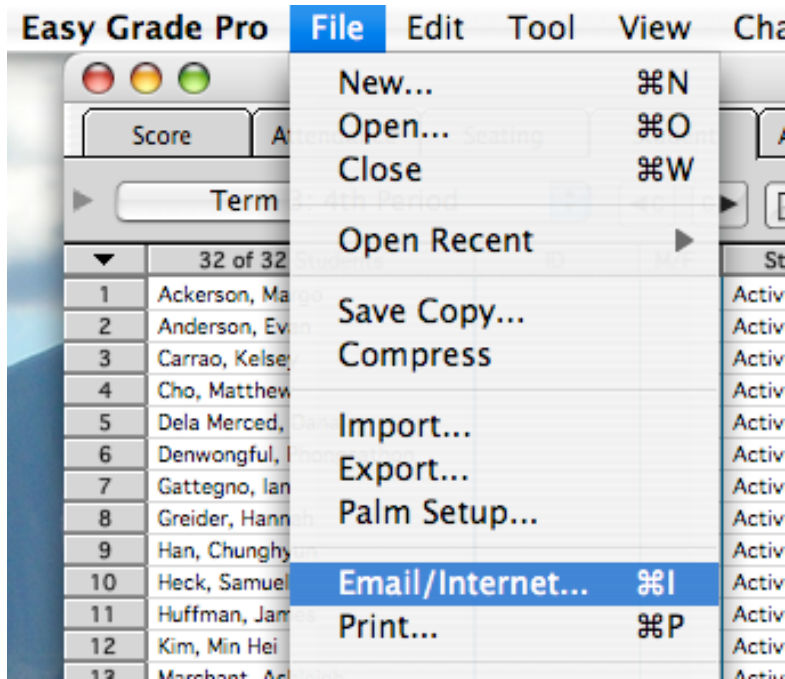
Passwords need to be typed in the Passwords portion of Student Information - otherwise students can't view grades. The password naming convention: six digits number based on students' internal ID number. Add zero if necessary.

Converting all files to Version 4 the FIRST TIME using this version:

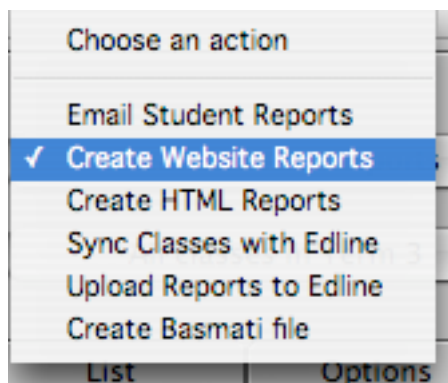
1. Open up EASY GRADE Pro.
2. Convert
3. Delete all Easy Grade 3 folders – DO NOT DELETE VERSION 4 FOLDERS. Use Spotlight → type in .egp to find version 3 files.

A couple of changes with uploading grades to SWIFT in EGP.....

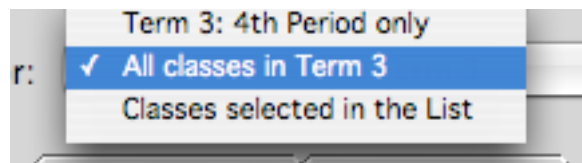
1. Go to FILE -> Email/Internet



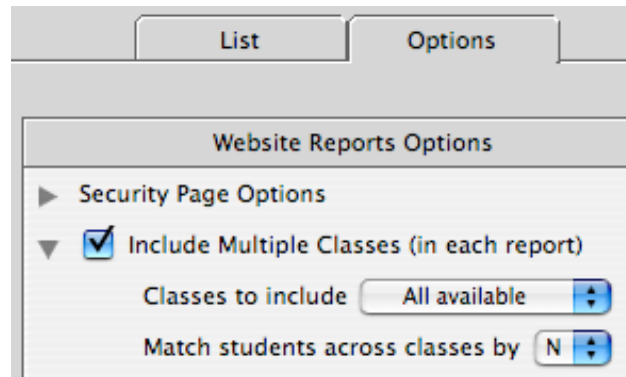
2. Select Create Website Reports



3. If you want to upload grades for all of your classes, choose All classes in Term 3 or the current term that you have selected. You can also select each class individually by choosing Classes selected in the List. Then you would need to highlight the classes you want to use.



4. You will also need to click on Options (Do this the first time you are using the program to upload grades). Check the box: Include Multiple Classes (in each report) and make sure that the Classes to include is selected to **All Available**.



Click on **Create** and at this point you will follow the same directions to upload your grades to SWIFT.

Remember to delete old SWIFT upload folder.