



Easy Grade Pro 3.5

Department of Information Technology

Easy Grade Pro allows you to create an electronic gradebook which, like a paper gradebook, can store student, assignment, score and attendance data on all of your classes for a year. It also features a number of tools that allows you to create reports of your class and student data.

Creating a Gradebook

- Create a New Gradebook, name it and save it to an appropriate directory.
- Add Classes to your gradebook, such as HES237, in the Records window. (Located under the Chart menu.)
- Set up Class Options, such as grading and attendance, using the tabs in the Class Options window. (Located under the Edit menu.)

Note: Options set up in one class have no effect on other existing classes, however, you can easily copy class options from one class to another using the Copy Class Data option from the Tool menu.

- Set up Gradebook Options, such as display and security options, using the tabs in the Gradebook Options window.
Note: These options are reflected globally throughout the gradebook.
- Add students to your classes in the Records window, located under the Chart menu. Or click on the Add Student button located at the bottom of the current list of students. Student records can be copied from one class to another using the Copy Class Data option from the Tool menu.
- Add assignments to your classes in the Records window, located under the Chart menu. Or click on the Add Assignment button located at the right of the current list of assignments. Assignments can be copied from one class to another using the Copy Class Data option from the Tool menu.

Things to keep in mind when setting up assignments:

- **Maximum score** refers to the score that earns 100%. The maximum score is used only to determine the student's percent on the assignment. Here's the formula: $\text{percent} = (\text{student score} / \text{maximum score}) \times 100$. If a student's score is 15 and the maximum score is 20, EGP calculates $(15/20) \times 100$ and gets 75%.
- **Points possible** refers to the true value of the assignment. The higher the number the greater the value of the assignment. Here's the formula: $\text{points earned} = (\text{student percent} / 100) \times \text{points possible}$. In its simplest form, a student's overall grade is based on the sum of the point earned on all assignments divided by the sum of the points possible.
- In most cases, you will want to assign the maximum score and points the same.

How to enter scores in your gradebook:

You can enter scores in your gradebook in a number of ways.

- You can enter a score in a cell by typing the score in the cell and pressing return.
- You can enter a grade by clicking on the grade on the tool bar. EGP will enter a raw score based the click value of the grade set up in the Class Options window.
- You can fill a grade down or across a row by typing in the score and then selecting the fill down or fill across button on the button bar.