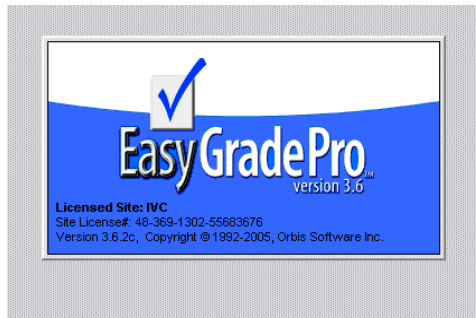How do I import my WebSTAR roster into Easy Grade Pro? First, we need to download it from WebSTAR and save the file to your <u>my documents</u> folder as a text file. Please follow the instructions carefully.

Step A.

1. Log into **WebSTAR**
2. Click on **Faculty and Advisors Menu**
3. Click on **CRN** (**Course Reference Number**), then select **Term**: Summer 2008
4. Click Submit.
5. Click on **Summary Class List**
6. Click on **Excel Download** button**,** then select **Open**
7. The classroom roster will download into a Spreadsheet in Internet Explorer, make sure you delete **Columns A through D** and **D through M**
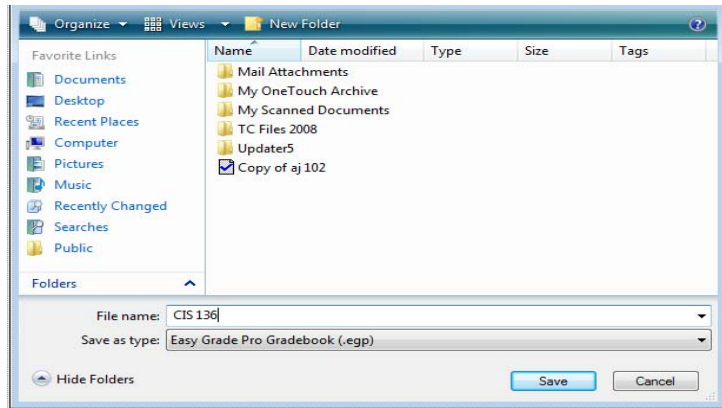
Below is a sample of what you should see on your computer:

1. Go to **File**, Select **Save As**, type in a file name: Sample: CIS 136 – CRN #####
2. Make sure you Save As file: **Text (tab delimited - *.txt)**
3. Minimize application, and click to Open **Easy Grade Pro 3.6 Program**
4. Click **Create New Grade Book**, select **Documents folder** and type in **File Name**: CIS 136 then click **Save button**.

5. Click **Import Classes**, then **Easy Import of students,** then Click **Next**,

6. Click inside the text box and type in your **Class/Subject Name**:
    For example: **CIS 136 – CRN 456732** Note: This is very important because when you printout your classroom report this heading will be at the top of the page. Sample Below. Click on **Term 1**, then click **Ok.**
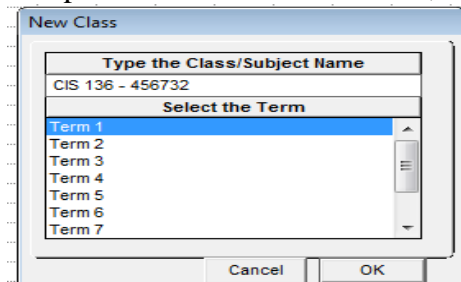

7. Select the **text file: CIS 136** in your my documents folder, then click **Open**
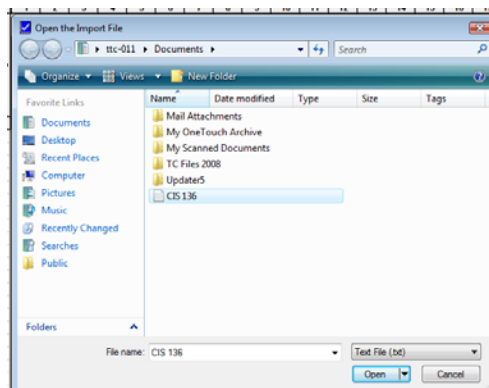
1. In this dialog box, in Name of Format, type in **student**. Match ID with ID, Last Name with Last Name, and First Name with First Name by clicking on the right down arrow on the right hand side of each row and select the appropriate identity name that matches across each row. After doing this, click **Next**. Example below.
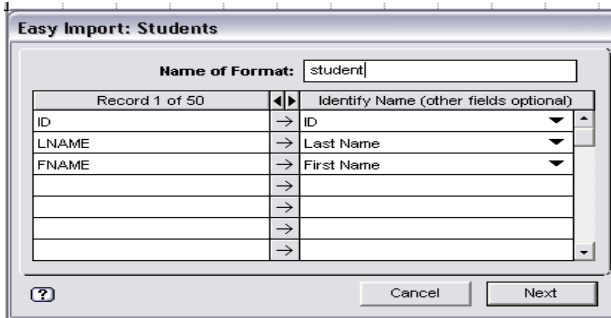
2. You will see your records, then Click **Import Records**.
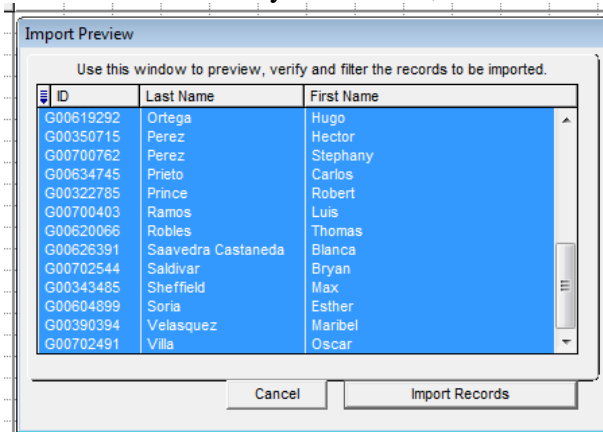
3. You will get a message saying that the records have been imported. Click **Done**.
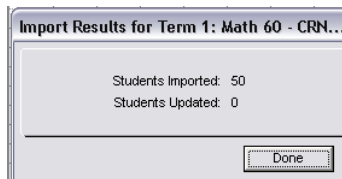
4. Below is an Example of importing your classroom rosters successfully.

5. Click **No** if you get this message.

Step E.

1. How do I add the ID (G# Column)?
Left Click in the middle of # of # of students field, then click **Add New Column**.
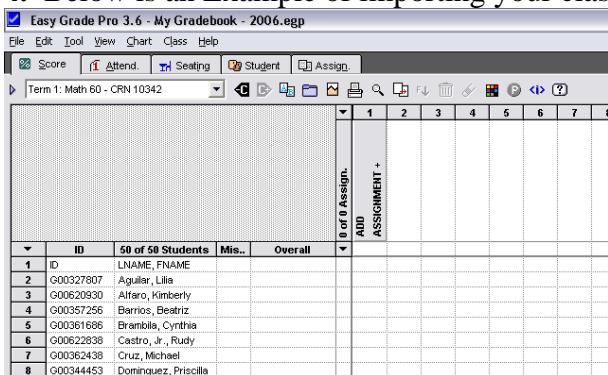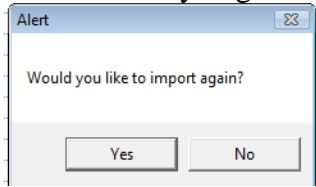**Left Click** again in the middle of the first column and select **Record Items**, click on **ID**
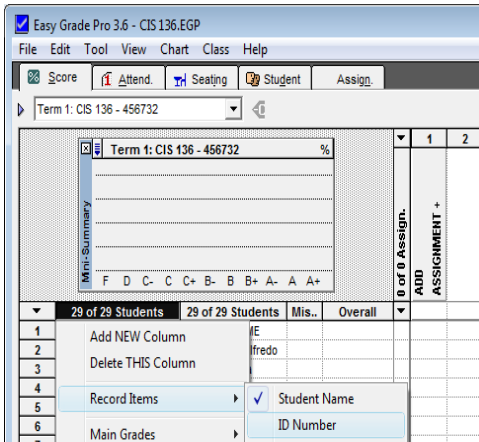
 Example →
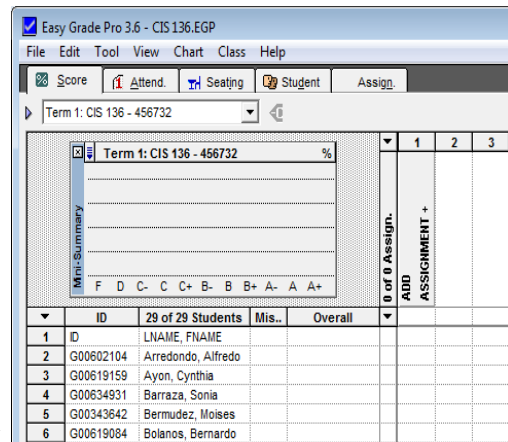
2. How do I modify my calendar settings to take attendance? Click on **Edit**, then **Class Options** then click on the **Calendar tab**. For example, in the First day of term we would click on Feb. 11 because this was the start date for Spring 2008. Then on No-School Days Calendar you will click on the dates that were holidays such as **Feb 18, March 24-28, and May 26.** In the Last Day of Term Calendar you will click on **June 6**. Click **Done.**
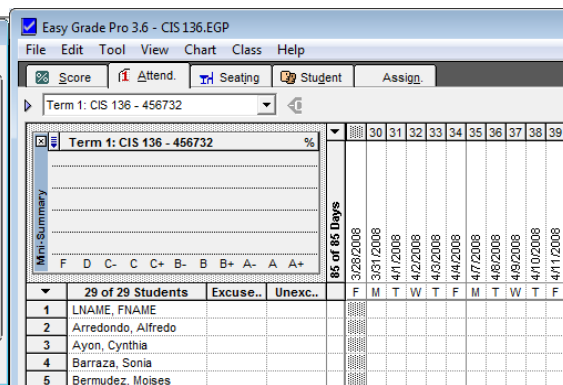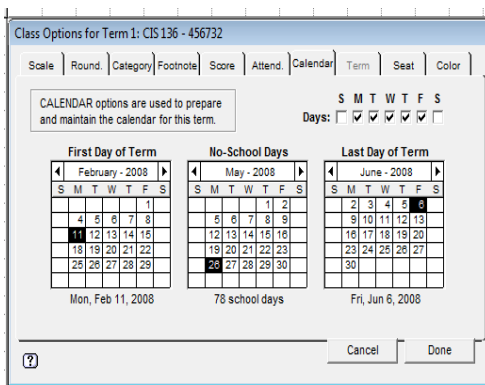
Here you can see the dates listed across from start to end. The shadowed dates represent holidays.

3. How do I configure the attendance categories (Absence, Tardy, etc) to take attendance? Click on **Edit**, then **Class Options** then click on the **Attendance tab**. In the first category type in **Absence** and the code will be **A**.
A = Absence   T = Tardy
Make sure that the value is set to 1.00. Then click **Done**.
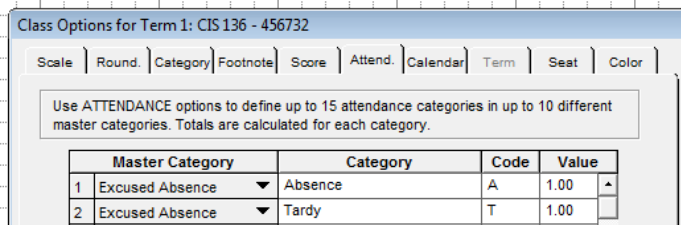
4. How do I take attendance to mark students absent or tardy? In the date column you will Left click once and type in A = Absence and T = Tardy.
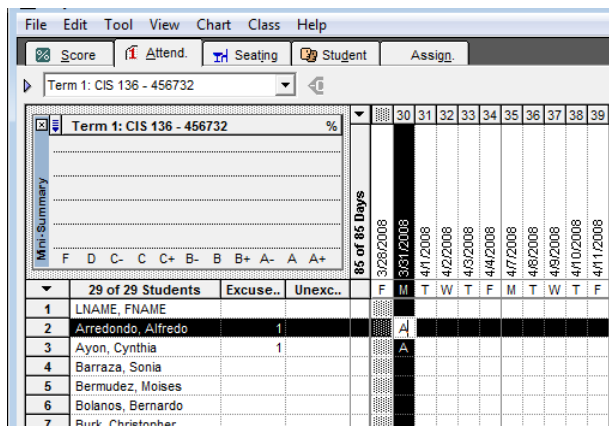
5. How do I add students? For Example, Click on **Tool Menu**, **Add**, **Student** Here you will be able to type Last Name, First Name and ID#. Click **Done**.

6. How do I delete a student? For Example, Left click on #2 Row and press delete.

7. How do I sort students by their last names? Click on **View Menu**, **Sort Students**, then select by **LAST Name**.
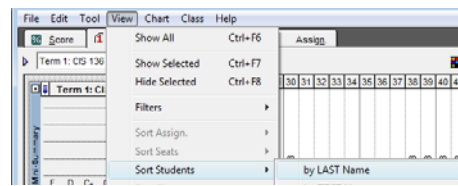
8. How do I add or delete assignments? Click on **Assignment Tab**. Click on **Add Assignment**. In the name text box you will type Hwk, then select the max score equal to points because the grade book is based on total points possible. Click **Next Assignment** to add others. After you are done. Below is an example of how it will look like.

To **delete assignments**, click on left assignment, then press **delete**.

Note: After you added the Assignments, click on the Score Tab and you will see your assignments added there also.

9. How do I save a copy of my grade book? Click on File, Select Save As Copy, and then select Documents folder, and type in, For Example: **CIS 136 Class**.

10. How do I print out my class room roster with grades? Click on **File**, **Print**, select **Chart,** then **Score Chart.** Click **Next**, Select **Selected Classes Only**. Click on the Term Class, then click **Print**.

11. How do I print out my classroom attendance roster? Click on **File**, **Print**, select **Chart,** then **Attendance Chart.** Click **Next**, Select **Selected Classes Only**. Click on the Term Class, then click **Print**.

Example of a Score Chart: Classroom roster with grades

| | | Zoom In | | First Page | | Next Page | | Done | |

SCORE CHART

LARRY VALENZUELA
IVC
TERM 1: CIS 136 – 456732
Thu, Jun 19, 2008

					6 of 6 Assign.	1 Hwk Homework 6/19/2008	2 Quiz 1 Test/Quiz 6/19/2008	3 Quiz 2 Test/Quiz 6/19/2008	4 Quiz 3 Test/Quiz 6/19/2008
	ID	29 of 29 Students	Mis..	Overall		20	50	50	50
1	G00602104	Arredondo, Alfredo		92.4 A-		15	45	40	50
2	G00619159	Ayon, Cynthia		84.1 B		15	40	40	29
3	G00634931	Barraza, Sonia							

Example of an Attendance Roster: Classroom Attendance roster

| | | Zoom In | | First Page | | Next Page | | Done | |

ATTENDANCE CHART

LARRY VALENZUELA
IVC
TERM 1: CIS 136 – 456732
Thu, Jun 19, 2008

	29 of 29 Students	Excuse..	Unexcu..	85 of 85 Days	1 2/11/2008 M	2 2/12/2008 T	3 2/13/2008 W	4 2/14/2008 T	5 2/15/2008 F	6 2/18/2008 M	7 2/19/2008 T	8 2/20/2008 W	9 2/21/2008 T	10 2/22/2008 F	11 2/25/2008 M	12 2/26/2008 T	2/27/2008 W
1	Arredondo, Alfredo		1														
2	Ayon, Cynthia		1														
3	Barraza, Sonia																