

Easy Grade Pro 4.0 – Basic Level Handout



Easy Grade Pro is made by Orbis Software. With Easy Grade Pro you can create an electronic gradebook to keep track of student grades, assignments, and attendance for all of your classes. In addition, Easy Grade Pro allows you to generate student classroom, attendance reports and much more!

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

Step A.

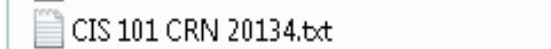
1. Go to <http://www.imperial.edu>, click **Faculty and Staff tab**, then scroll down and click on the **WebSTAR** link.
2. Click on **Faculty and Advisors Menu**
3. Click on **CRN (Course Reference Number)**, then select **Term: Spring 2011**
4. Click **Submit**.
5. Click on **Summary Class List**
6. 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**

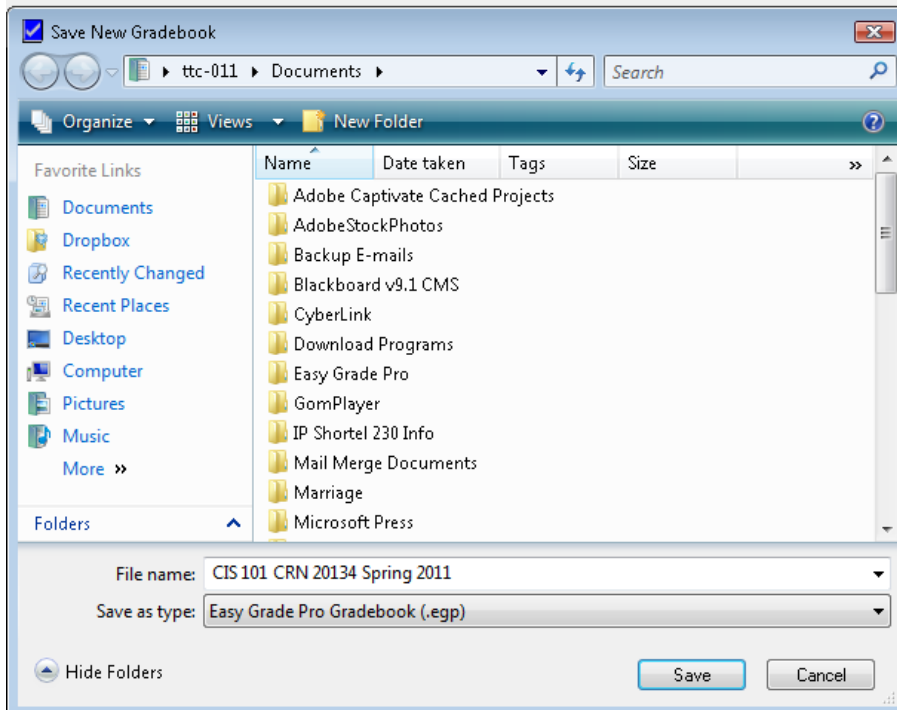
**Below is a sample of what you should see on your computer:
You should only see ID, Last Name and First Name Column.**

The image is a screenshot of a Microsoft Excel spreadsheet. The ribbon at the top shows the "Home" tab with options for "Clipboard" (Cut, Copy, Paste, Format Painter) and "Font" (Calibri, size 12, bold, italic, underline, text color, background color). The spreadsheet has columns labeled A, B, C, and D. Row 2 contains the headers "ID", "LNAME", and "FNAME". Rows 3 through 9 contain student data. Row 6 is highlighted in orange. The cell D6 is currently empty and has a thick black border.

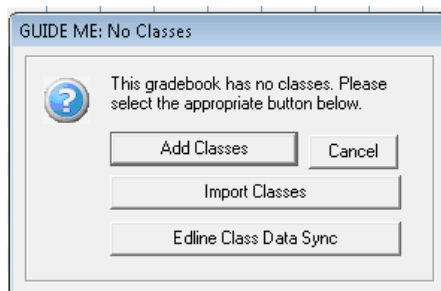
	A	B	C	D
1				
2	ID	LNAME	FNAME	
3	G00700585	Alvarez	Joanna	
4	G00711716	Amarillas	Nallely	
5	G00712888	Anaya	Briseida	
6	G00713690	Arredondo	Ramon	
7	G00705450	Bustamante	Javier	
8	G00717901	Butron	Irene	
9	G00712583	Camargo	Abraham	

Step B.

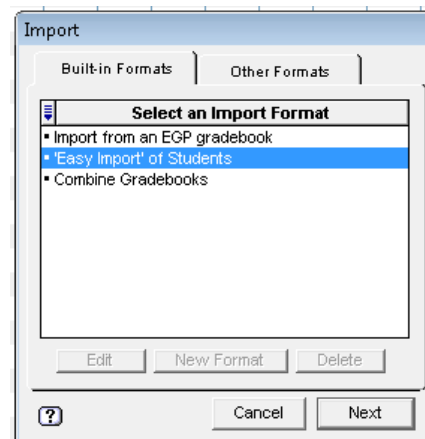
1. Click on the **Office Button** or **File**, Select **Save As**, type in a file name:
Sample: CIS 101 – CRN 20134

2. Make sure you Save As file: **Text (tab delimited - *.txt)**
3. Exit out of WebSTAR. Then Open **Easy Grade Pro 4.0 Program** from your desktop.
4. Click **Create New Grade Book**, select **Documents folder** and type in **File Name:**
CIS 101 – Spring 2011 (this is your original file that will have all of your classes into one single file) then click the **Save button**.



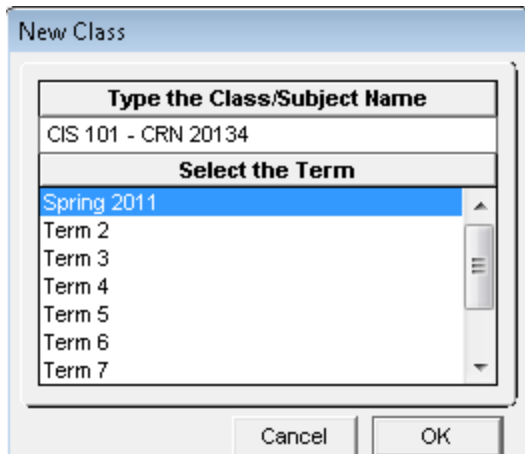
5. Click **Import Classes**



6. Click **Easy Import of students**, and then click **Next**.



- Click inside the text box and type in your **Class/Subject Name**:
For example: **CIS 101 – CRN 20134** 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 or Spring 2011**, and then click **Ok**.

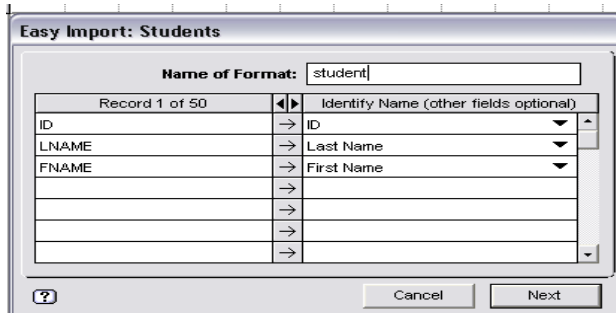


- Select the **text file: CIS 101 CRN 20134** in your my documents folder, then click **Open**



Step C.

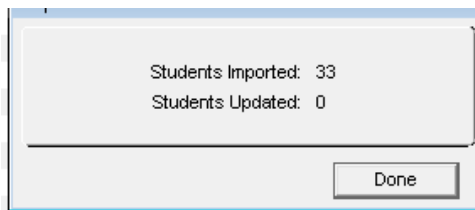
- In this dialog box, in Name of Format, type in **student**. On the right hand side, click on the down arrow to match ID with ID, Last Name with Last Name, and First Name with First Name. Select the appropriate identity name that matches across each row. After doing this, click **Next**. See sample below.



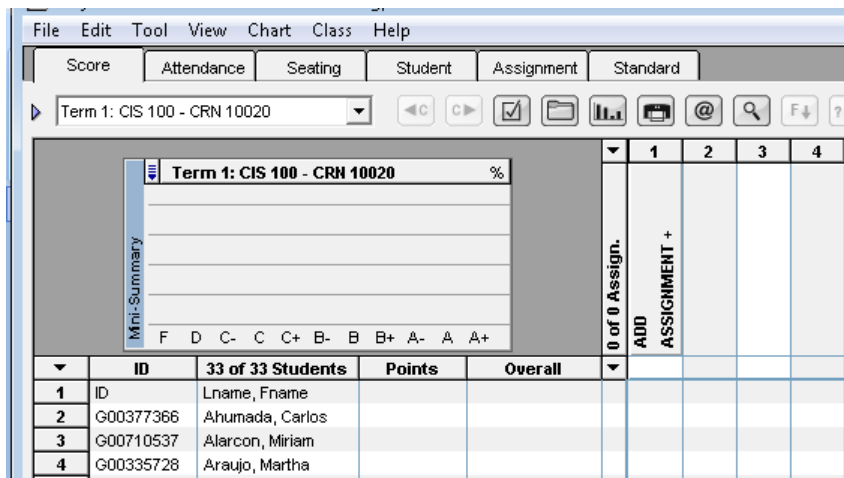
2. You will see your records, then Click **Import Records**.



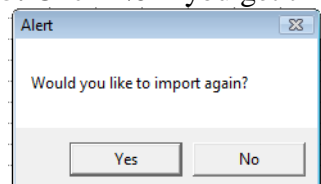
3. You will get a message saying that the records have been imported. Click **Done**.



4. Below is a sample 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 33 of 33 of student's field, and then click **Add New Column**.

Left Click again in the middle of the first column and select **Record Items**, and then click on **ID**

	ID	33 of 33 Students	Points	Overall
1	ID		Add NEW Column	
2	G00377366		Delete THIS Column	
3	G00710537			
4	G00335728			
5	G00713690		Record Items	Student Name
6	G00706043		Main Grades	ID Number

Example ↓

	ID	32 of 32 Students	Points	Overall
1	G00377366	Ahumada, Carlos		
2	G00710537	Alarcon, Miriam		
3	G00335728	Araujo, Martha		
4	G00713690	Arredondo, Ramon		
5	G00706043	Caro, Carlos		
6	G00602150	Felix, Ella		

2. How do I setup my calendar settings to take attendance? Click on **Edit**, and then **Class Options** then click on the **Calendar** tab. For example, in the (First Day of Term) we would click on **February 14, 2011** because this was the start date for **Spring 2011**. Then on (No-School Days) Calendar you will click on the dates that were holidays such as **February 21, April 25, 26, 27, 28, 29 and May 30**. In the (Last Day of Term) Calendar you will click on **June 10, 2011** and then click **Done**.

Class Options for Spring 2011: CIS 101 - CRN 20134

Grade | Rubric | Category | Footnote | Score | Attend. | Calendar | Term | Seat | Color

CALENDAR options are used to prepare and maintain the calendar for this term

Days: S M T W T F S

First Day of Term **No-School Days** **Last Day of Term**

February 2011 February 2011 June 2011

2/14/2011 78 school days
7 no-school days 6/10/2011

Cancel Done

Easy Grade Pro 4.0 - CIS 101 CRN 20134 Spring 2011.EGP

File Edit Tool View Chart Class Help

Score Attendance Seating Student Assignment Standard

Spring 2011: CIS 101 - CRN 20134

Spring 2011: CIS 101 - CRN 20134					1	2
ID	32 of 32 Students	Points	Overall	1 of 1 Assign.	Hwk	Test/Quiz
1	G00700585	Alvarez, Joanna				
2	G00711716	Amarillas, Nallely				
3	G00712888	Anaya, Briseida				
4	G00713690	Arredondo, Ramon				

ADD ASSIGNMENT +

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**, and 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**.

Master Category	Category	Code	Value	Autofill Score
1 Excused Absence	Absence	A	1.00	
2 Excused Absence	Tardy	T	1.00	

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.

32 of 32 Students	T	A	M	T	W	T
1 Ahumada, Carlos		1				A
2 Alarcon, Miriam	1					T
3 Araujo, Martha						
4 Arredondo, Ramon						
5 Caro, Carlos						
6 Felix, Ella						
7 Fregoso, Leslie						
8 Gamez, Erika						

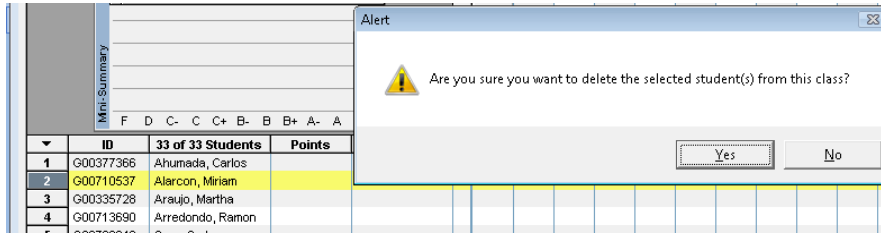
5. How can I take attendance using the seating chart tab? Click on the Seating tab, then position cursor next the student's name and click on the down arrow to select T = Tardy or A = Absence. See sample below.

1	2	3	4	5	6	7	8	9	10	11	12
Ahumada Carlos	A	Alarcon Miriam	A	Araujo		Arredondo Ramon					
Fregoso Leslie	T	Gamez Erika									

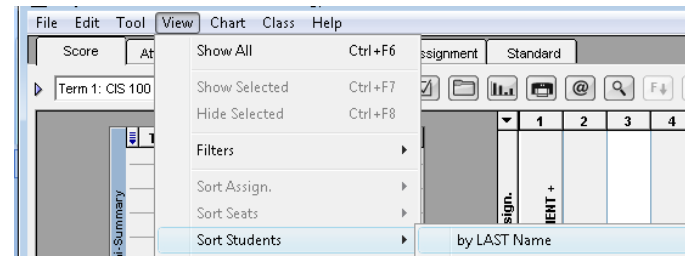
6. How do I add students? For Example, Click on **Tool Menu, Add, Student** Here you will be able to type Last Name, First Name and ID#. Click **Done**.

File	Edit	Tool	View	Chart	Class	Help
		Copy			Student	Assignment
		Add			Class...	
		Delete			Student... Ctrl+B	
		Fill			Assignment...	
		Find			Standard...	

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

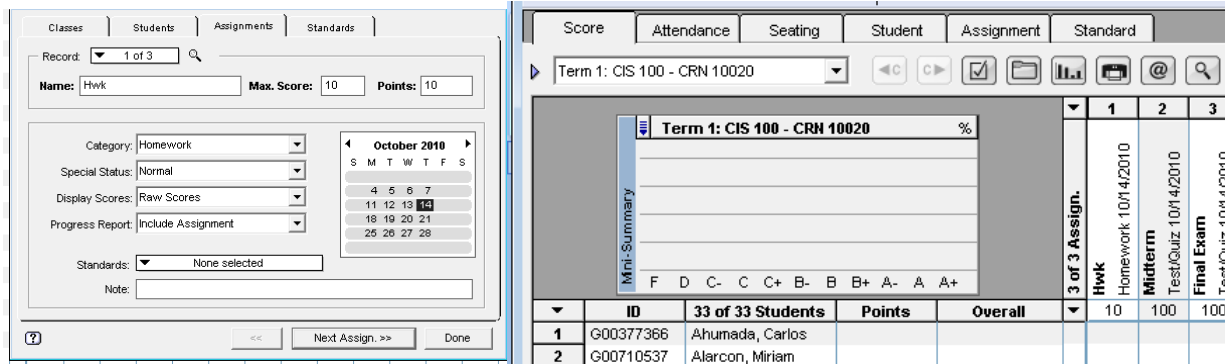


8. How do I sort students by their last names? Click on **View Menu**, **Sort Students**, then select by **LAST Name**.

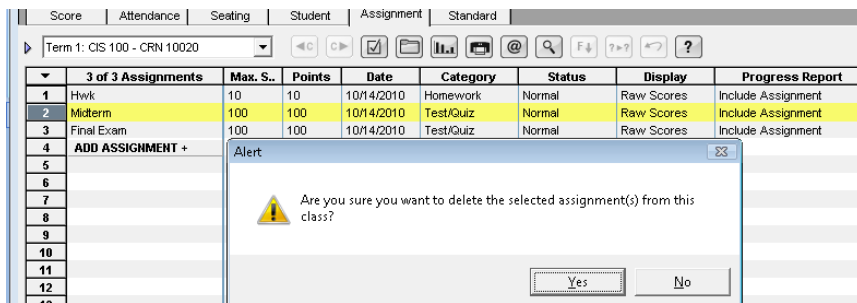


Step F.

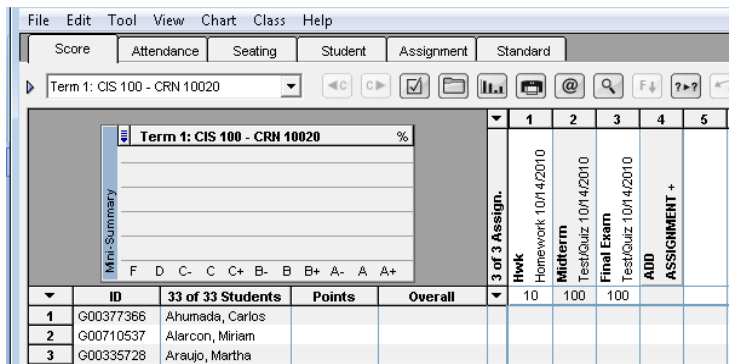
1. How do I add or delete assignments? Click on **Assignment Tab**. Click on **Add Assignment**. In the name text box you will type Hwk, then select the max score 10 equal to 10 points because the grade book is based on total points possible. Click **Next Assignment** button to add others (Midterm, Final Exam, etc). Below is an example of how it will look like.



2. How can I delete assignments? On the top of the tabs, click on the assignment tab, then press **delete**. Note: You can also **drag and drop assignments** between each other by holding the left hand side of the mouse (assignment) and dragging it to the location you want it placed between a specific assignment.

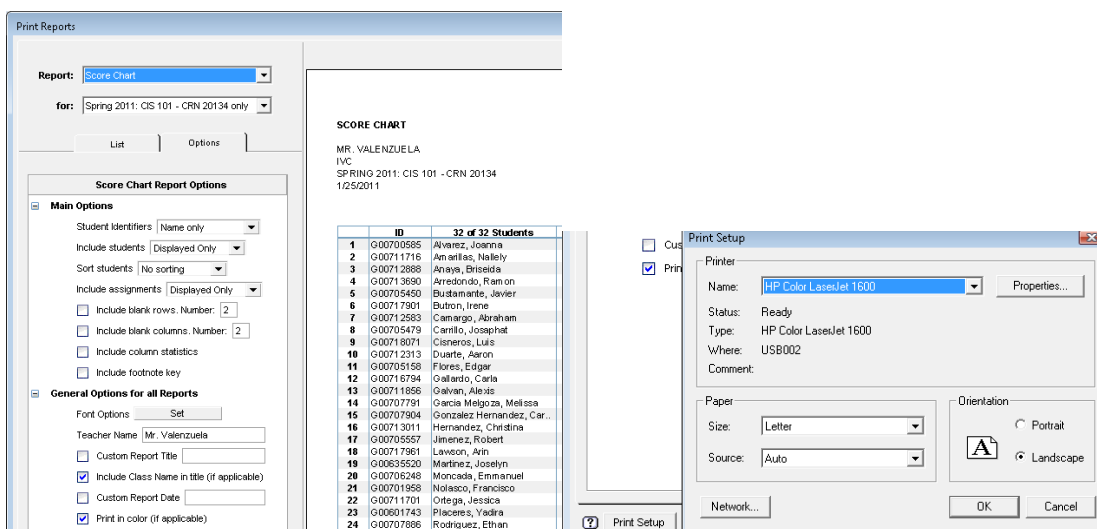


3. Note: After you added the Assignments, click on the Score Tab and you will see your assignments added there also.



4. How do I save a copy of my grade book? Click on **File**, Select **Save Copy**, and then select Documents folder, and type in, For Example: **CIS 101 – Spring 2011 Class**.

5. How do I print out my class room roster with grades? Click on **File**, and then click **Print**, then in Report (click on the drop down menu) then select **Score Chart**, then click on **Print Setup**, select **Landscape (saves paper)**, then click **ok**, then click **Print**, then **Print**.



6. How do I add the Teacher's name to my classroom report? Under the **General Options for all Reports**, in Teacher's Name, type in your first and last name. For example: **Larry Valenzuela** then press enter. See sample below.

Report: Score Chart
for: Spring 2011: CIS 101 - CRN 20134 only

List Options

Score Chart Report Options

Main Options

General Options for all Reports

Font Options Set

Teacher Name Larry Valenzuela

Custom Report Title

Include Class Name in title (if applicable)

Custom Report Date

Print in color (if applicable)

SCORE CHART

LARRY VALENZUELA
IVC
SPRING 2011: CIS 101 - CRN 20134
1/25/2011

	ID	32 of 32 Students	Points	Overall
1	G00700585	Alvarez, Joanna		

7. How do I print out my classroom attendance roster? Click on **File**, and then click **Print**, then in Report (click on the drop down menu) then select **Attendance Chart**, then click on **Print Setup**, select **Landscape (saves paper)**, then click **ok**, then click **Print**, then **Print**.

Report: Attendance Chart
for: Spring 2011: CIS 101 - CRN 20134 only

List Options

Classes in Gradebook
Spring 2011: CIS 101 - CRN 20134 (Current)

ATTENDANCE CHART

MR. VALENZUELA
IVC
SPRING 2011: CIS 101 - CRN 20134
1/25/2011

	32 of 32 Students		Excuse..	Unexcu..	65 of 65 Days																								
	1	2			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		
	M	T	W	T	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	
1	Alvarez, Joanna																												
2	Ananias, Nallely																												
3	Anaya, Briseida																												
4	Arredondo, Ramon																												

Example of a Score Chart: Classroom roster with grades

SCORE CHART

LARRY VALENZUELA
IVC
TERM 1: CIS 100 - CRN 10020
10/15/2010

	ID	33 of 33 Students	Overall	3 of 3 Assign.	1	2	3
1	G00377366	Ahumada, Carlos	10	100	100		
2	G00710537	Alarcon, Miriam					
3	G00335728	Araujo, Martha					

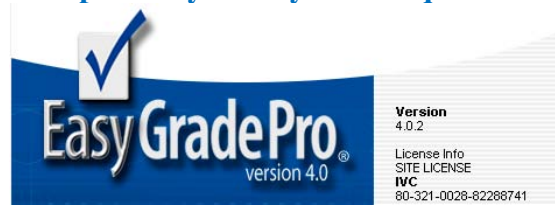
Example of an Attendance Chart: Classroom Attendance roster

ATTENDANCE CHART

MR. VALENZUELA
IVC
SPRING 2011: CIS 101 - CRN 20134
1/25/2011

	32 of 32 Students		Excuse..	Unexcu..	65 of 65 Days					
	1	2			1	2	3	4	5	6
	M	T	W	T	M	T	W	T	F	M
1	Alvarez, Joanna									
2	Ananias, Nallely									
3	Anaya, Briseida									
4	Arredondo, Ramon									

Easy Grade Pro Software Compatibility and System Requirements Handout



Easy Grade Pro is a desktop software designed for educators at all grade levels and institutions who want powerful but easy to use tools to manage their student grade, attendance and other information.

Version	Windows Compatibility	Macintosh Compatibility	System Requirements
3.6	Windows XP Windows Vista	MAC 10.2	<i>Memory: 128 MB or higher</i> <i>Hard drive space: 10 MB for installation and data files</i> <i>Monitor: 800 x 600 or higher resolution with thousands of colors</i> <i>CD-ROM drive: for installation only</i>
4.0	Windows XP Windows Vista Windows 7	MAC 10.2 MAC 10.3 MAC 10.4 MAC 10.5 MAC 10.6	
4.1	Windows XP Windows Vista Windows 7	MAC 10.4 MAC 10.5 MAC 10.6	

EGP Software can only be downloaded (on campus) online by going to <http://support.imperial.edu/> then click on **Downloads**, then click on **Easy Grade Pro link**, then click on the **Easy Grade Pro 4.0 link** to download the software to your PC or laptop.

Quick Reference: The Score Chart

Switching Classes

Use this to switch to any class in a gradebook.

Grade Clicks

To show/hide the row of grades, click here.

Mini Summary

To switch between views, click here.

Filtering Students

To show one or all students, press here.

Viewing Records

To view the record for a student, double-click on the name.

Viewing Summaries

To view the summary for a student, double-click on the row number.

Moving Students

To relocate a student, press on the student's name and drag.

Adding Students

To add a student, click here.

Filtering Assignments

To show some or all assignments, press here.

Viewing Records

To view the record for an assignment, double-click on its title.

Viewing Summaries

To view the summary for an assignment, double-click on its column number.

Editing Rows/Columns

To select, press on a row/column number and drag. Then choose Cut, Copy, Paste or Clear from the Edit menu.

Custom Filters

To apply a custom filter (such as Show Missing Work), use this menu.

Adding Assignments

To add a new assignment, click here.

Title Height

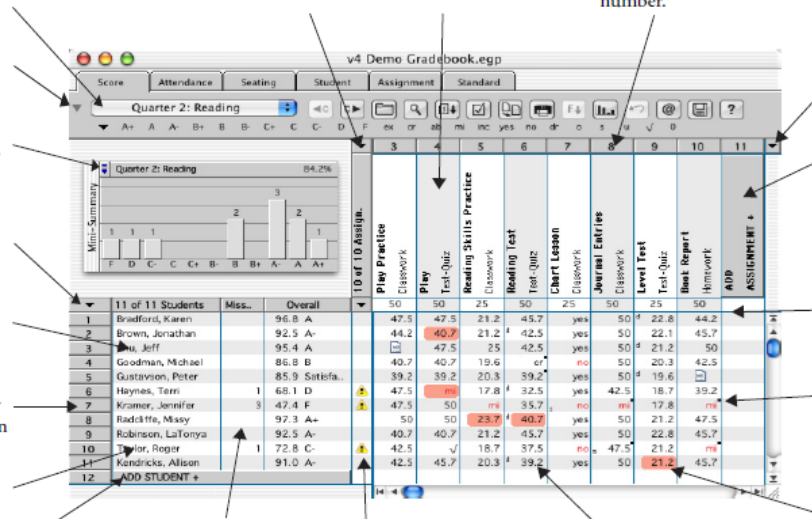
To change the height of the assignment titles, press on this line and drag up or down.

Score Notes

Double-click to type a score note. Right-click (Win) or ctrl-click (Mac) to select a footnote.

Colors

Background colors indicate absences or other attendance marks on the same day as the assign.



Moving Columns

To move a column to a new location, press anywhere on its data and drag left or right.

Symbols

Symbols here indicate missing scores, locked and curved grades.

Dropped Scores

A small d indicates that the score has been dropped.

Quick Reference: The Seating Chart

Switching Classes

Use this to switch to any class in a gradebook.

Grade Clicks

To show/hide the row of grades, click here.

Furniture

To add a piece of furniture, choose Add Furniture from the Tool menu.

Setting Attendance

To enter attendance data, click on the arrow on a seat and choose the code.

Entering Scores

To enter a score, click here and type or click on a grade button above.

Switching Seats

Use the arrow keys to switch the selection from one seat to the next.

Score Notes

Double-click to type a score note. Right-click (Win) or ctrl-click (Mac) to select a footnote.

Format Options

Double-click on any piece of furniture to set the title, shape, color and rotation.

Seat Options

To open a window where the format and function of all seats can be set, click the Class Options tool.

Copying a Chart

To copy a chart from another class, click the Copy Class Data tool.

Selecting Items

You can select seats and furniture by clicking, by shift-clicking or by dragging a rectangle around a group of items.

Editing Furniture

To edit selected furniture, choose Cut, Copy, Paste or Clear from the Edit menu.

Resizing Furniture

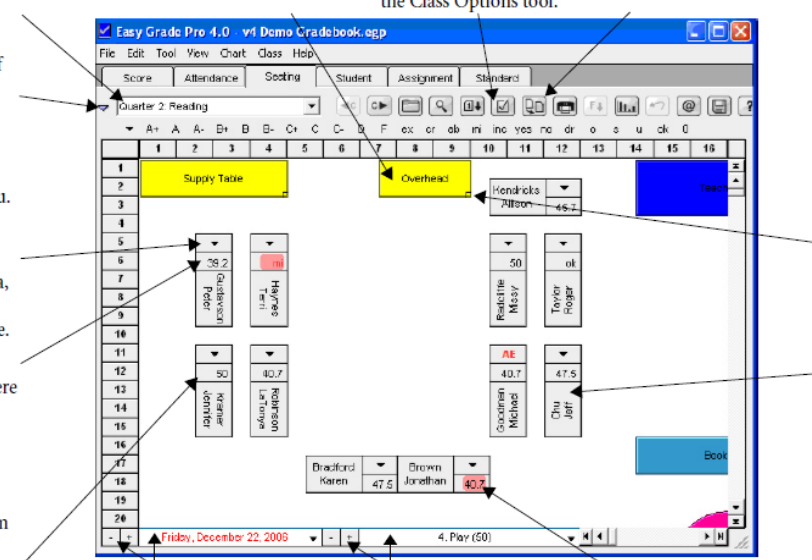
To resize a piece of furniture, drag the small box in the lower-right region.

Swapping Seats

To swap two seats (or a group of seats), drag the first seat to the top-left corner of the second seat.

Rotate Seat

Use the Rotate Seat tool to rotate all selected seats or pieces of furniture 90° clockwise.



Setting the Date

Press this menu or click the +/- buttons to set the desired calendar date for attendance.

Setting the Assignment

Press this menu or click the +/- buttons to set the desired assignment.

Colors

Background colors indicate absences or other attendance marks on the same day as the assign.

Quick Reference: The 1-Assignment Standard Chart

Switching Classes

Use this to switch to any class in a gradebook.

Grade Clicks

To show/hide the row of grades, click here.

Mini Summary

To switch between views, click here.

1-Assign./1-Student

To switch between two different views for entering scores, click these tabs.

Switching Assignments

To view a specific assignment, click here or on the two arrow buttons.

Linking Standards

To link up to 10 standards to an assignment, press on this menu.

Adding Students

To add a student, click here.

Viewing Records

To view the record for an assignment or standard, double-click on its title.

Viewing Summaries

To view the summary for an assignment or standard, double-click on its column number.

Standard IDs

The column titles display the standard IDs. The standard text is displayed below.

Standard Colors

The color indicates the standard's level which is set in the Record window.

Title Height

To change the height of the assignment titles, press on this line and drag up or down.

Score Filters

To set the display of standard scores to numbers or rubric labels, press on this menu.

Moving Columns

To move a column to a new location, press anywhere on its data and drag left or right.

Symbols

Symbols here indicate missing scores, locked and curved grades.

Assignment Scores

Enter traditional assignment scores in this column. Double-click to enter notes.

Standard Scores

Enter rubric scores in the columns below the standard text.

Quick Reference: The 1-Student Standard Chart

Switching Classes

Use this to switch to any class in a gradebook.

Rubric Clicks

To show/hide the row of rubric labels, click here.

Mini Summary

To switch between views, click here.

Switching Students

To view a specific student, click here or on the two arrow buttons.

Filtering Standards

To show some or all of the standards, press here.

Viewing Records

Double-click on a standard's text to view the record for a standard.

Viewing Summaries

Double-click a row number to view a summary of any standard.

Filtering Assignments

To view just certain assignment columns, press on this filter menu.

Linking Standards to Assignments

To link standards to an assignment, double-click on its title.

Viewing Summaries

To view the summary for an assignment, double-click on its column number.

Locking Standards

This indicates a locked standard grade. Click in these boxes to lock or unlock standard grades.

Title Height

To change the height of the assignment titles, press on this line and drag up or down.

Traditional Scores

Enter traditional (percents-based) assignment scores in this row. Double-click to enter notes.

Standard Colors and Link Lines

The colors and lines indicate the hierarchy and levels of the standards. Double-click and press on the Level menu to set options.

Sorting Standards

Press and drag up or down to relocate a standard. The hierarchy will be preserved.

Automatic Grades

A standard with standards below that are linked to it cannot be scored. They are graded automatically.

Standard Scores

You can enter scores only for standards that have been linked to the assignment in this column.

Menus Reference

File Menu Reference

File	Use this menu item to...
New...	create a new gradebook
Open...	find and open a gradebook
Close	close the current gradebook
Open Recent	automatically find and open a recently opened gradebook
Save Copy...	save a backup copy of the current gradebook
Compress	make the gradebook smaller
Import...	bring in students (or other data) from another gradebook or text file
Export...	create a file with data from your gradebook to be used by another user or program
Palm Setup...	set syncing options for EGP Clipboard
Email/Internet...	email reports, create reports for web posting
Print...	print reports
RA Mode	turn on or off the Restricted Access mode
Lock...	lock the gradebook and open the Locked window
Exit	quit

Edit Menu Reference

Edit	Use this menu item to...
Undo	reverse the last action
Cut	erase the selected items and copy them to the clipboard
Copy	copy the selected items to the clipboard
Paste	copy the items on the clipboard to the insertion point
Clear	erase the selected items
Class Options...	set options for the current class
Gradebook Options...	set options for the entire gradebook

Tool Menu Reference

Tool	Use this menu item to...
Copy	copy any class data from one class to others
Add	add a class, student, assignment or standard to this class
Delete	delete a class, student, etc.
Fill	repeat data to the last row/column
Find	find a student or assignment
Score Tools	change groups of scores, curve, lock, enter notes or auto-fill attendance scores
Seat Tools	add furniture, set seat format, rotate seats
Term Tools	combine terms, recombine terms, start a new term

View Menu Reference

View	Use this menu item to...
Show All	'unhide' all class data except for WD (hidden) students
Show Selected	hide all rows/columns except for selected ones
Hide Selected	hide selected rows/columns
Filters	show and hide items based on rules
Sort Assign.	change the order of assignments
Sort Seats	sort students into seats
Sort Students	change the order of students
Sort Standards...	change the order of standards
Sort Classes...	change the order of classes
Group Students...	put students into groups randomly or based on ability

Chart Menu Reference






Chart	Use this menu item to...
Score	view the Score chart
Attendance	view the Attendance chart
Seating	view the Seating chart
Student	view the Student chart
Assignment	view the Assignment chart
Standard	view the Standard chart
Records...	view, edit or add classes, students, assignments and standards
Summaries...	view summaries of student performance

Class Menu Reference

Class	Use this menu item to...
Next	view the next class
Prior	view the prior class
Term 1	switch to any class in any term (The labels in this menu will reflect the labels found in the Records window.)
Term 2	
Term 3	
Term 4	
Term 5	
Term 6	
Term 7	
Term 8	
Term 9	
Term 10	

Help Menu Reference

Help	Use this menu item to...
Easy Grade Pro Help	view in-context Help
Easy Grade Pro Manual	view the user manual
Easy Grade Pro Online	view the Easy Grade Pro website
Show Tool Tags (Tips)	toggle on or off the small tool name boxes that appear when the mouse is over a tool

	Add Assignment Opens the Records window to the first empty assignment record.		Import Opens the Import window.
	Add Furniture Adds a piece of furniture to the seating chart.		Internet Opens a window where reports can be emailed or prepared for posting on the web.
	Add Student Opens the Records window to the first empty student record.		Lock Gradebook Locks the gradebook and opens the Lock window.
	Auto-fill Attendance Scores Replaces blank scores on selected assignments with special scores based on attendance marks.		Next Class Switches to the next class in the current term.
	Change Scores Changes all occurrences of a certain score to another score.		Next Term Switches to the next term of the current class.
	Class Options Opens a window where class options can be edited.		Print Opens a window where reports can be printed.
	Copy Class Data Copies selected students, assignments and options to other classes.		Prior Class Switches to the prior class in the current term.
	Curve Scores Opens a window where the distribution of scores can be changed.		Prior Term Switches to the prior term for the current class.
	Delete Deletes the selected scores, students, assignments, furniture, etc.		Restricted Access Turns the RA mode on and off.
	Export Attendance Exports one day's attendance data to a text file over a network.		Records Opens a window with class, student, assignment and standard records.
	Export Opens the Export window.		Rotate Seat Rotates the selected furniture 90° clockwise.
	Fill Across Repeats the selected data across a row to the last column.		Save Copy Makes a backup copy of the current gradebook.
	Fill Down Repeats the selected data down a column to the last row.		Score Note Opens a window where text can be entered about a score.
	Find Opens a window where search text can be entered.		Sort Sorts students, assignments and seats based on the current chart.
	Find Again Finds the next matching student or assignment.		Summaries Opens a window with extensive summaries.
	Help Opens the in-context Help window.		Undo Reverses the last action.

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