



Easy Grade Pro

Organizing and Analyzing Your Grades for Success

Instructional Technology, Tacoma Public Schools

Welcome to Easy Grade Pro, your electronic gradebook software. With timesaving tools and efficient reports, you'll improve your ability to individualize instruction based on your classroom's first-hand data. This course will first introduce basic skills in the pre-class assignment. In the classroom, we will discuss the finer points of setting up and running a sound gradebook. At the end of the course, you will understand and be able to explain how and why your grade book is set up. You will be able to make data-driven decisions at the touch of a key and produce meaningful reports for students and parents.

Technology Standards

- ✓ Tier 1 Teachers keep and organize student information / grades effectively.

Contents of the Course

A. Understanding the Design of Your Gradebook

1. Categories
2. Special Scores
3. Footnotes
4. Entering Assignments
5. Copying Class Settings and Assignments

B. Documentation

1. Special Scores
2. Adding Notes to Scores

C. Data-driven Instruction

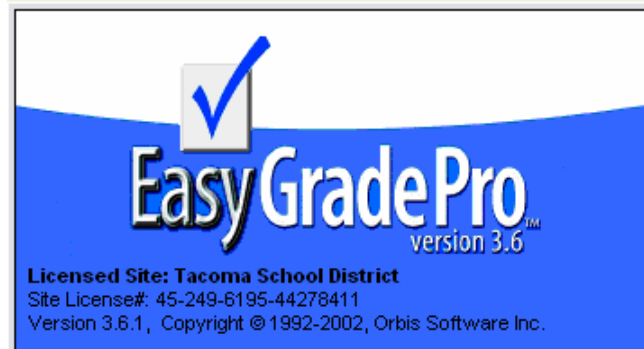
1. Color-coding Scores
2. Sorting Student Information
3. Utilizing the Mini Summary
4. Data Analysis with Charts

D. Reporting Options

1. Student Progress
2. Assignment Charts

E. Gradebook Management

1. File Management
2. Adding Terms
3. Security and Your Gradebook

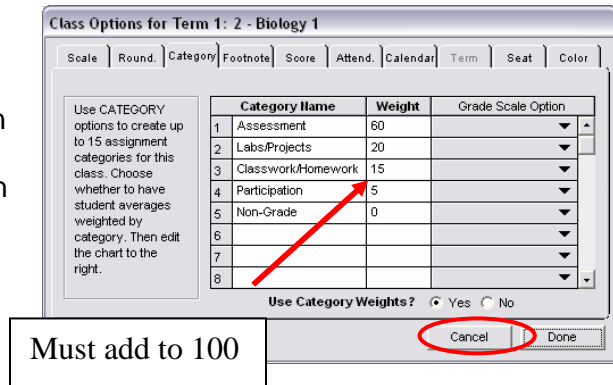


A. Understanding the Design of Your Gradebook

1. Categories

To set up your categories, go **Edit > Class Options** and click on the **Category Tab**. In order to use category weights, choose “Yes” at the bottom of the window. You can now edit, add, or delete categories¹.

Elementary teachers should match the categories to the requirements of their eReport Grading system.



Secondary teachers should match categories to their class procedures and/or department-established grading break-downs.

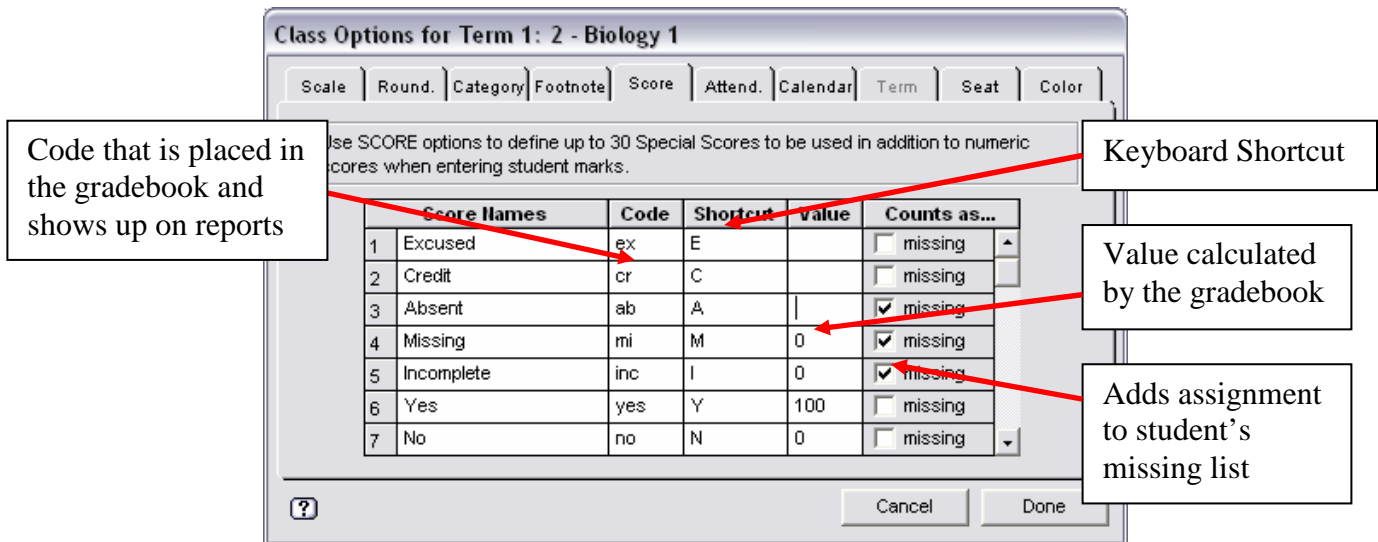
2. Special Scores

This feature allows the teacher to add scores other than numerical grades. These scores can play an important organizational and communication structure for your gradebook.

To set up Special Scores, go **Edit > Class Options** and click on the **Score Tab**.

Items to consider when setting up and use Special Scores:

- ✓ What value should the score get? Do absences count as zeros?
- ✓ *Blank Values receive no numerical value.* It does not hurt the student, but it does not help them as well.
- ✓ Remember the Shortcut key to save time when entering grades.
- ✓ Utilize the missing assignments list to help students get caught up.



¹ While it is possible to add many categories, it is not recommended to have a large number. *Categories with only a few grades can easily skew a student's grade.*

3. Footnotes

Footnotes allow you to add valuable information to a student's grade. These Footnotes will come up on printed reports.

To set up Footnotes, go **Edit > Class Options** and click on the **Footnotes Tab**.

The text of Footnotes can be class-specific. Consider the following:

- ✓ What comments do you regularly make to students' work?
- ✓ How can you use this to track late work?
- ✓ Put your most common Footnotes at the top.

4. Entering Assignments

To add an assignment, press the **Add Assignment** button at the end of the assignments. From the following window, you can add or edit all assignments for this class. Enter the following information for each assignment.

- ✓ Descriptive **Name**. You could include the GLE in parentheses if desired.
- ✓ Set the **Category**. Be very specific here.
- ✓ Set the **Max Score**. This is the maximum raw score for the assignment.
- ✓ Set the **Points**. This scales the assignment to a particular value².

Navigate to previous assignments to make changes.

Set the **Due Date** for the assignment.

Click **Next Assign** to add another assignment. Click **Done** when finished.

² Your default action is to set this value equal to the Max. Score. If you want all tests, for example, to weigh *equally* regardless of Max. Score then set the Points value equal for all tests. Consider this for any assignment that is repetitive.

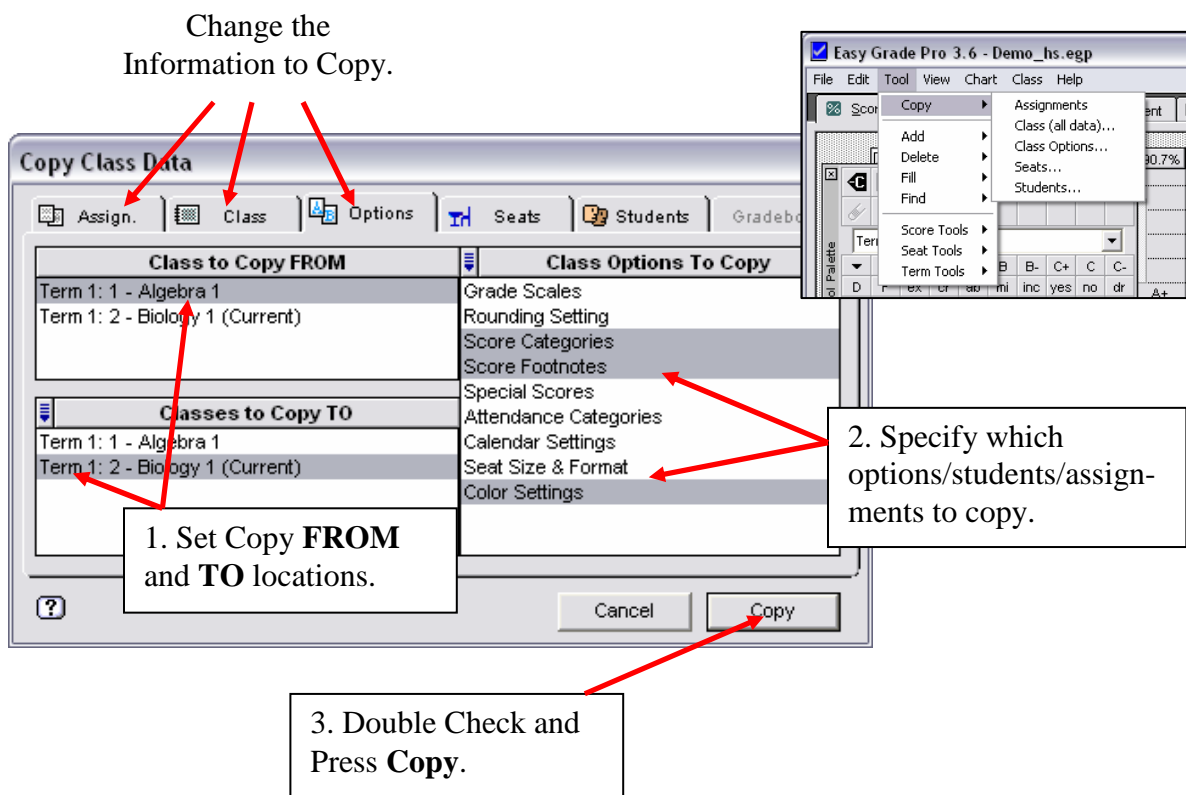
Communicate your grading practices on this issue! Example: "You will have four exams in this class. All will be weighted equally towards your Exam Category grade." OR "Assignments with more points will count more towards your final grade in this category."

5. Copying Class Settings and Assignments

Now that you have entered Categories, Footnotes, and Assignments, it's time for Easy Grade Pro to do some work for you. EGP allows you to copy information from one class to another or to set them up individually.

To copy Class Settings or Assignments, go **Tool > Copy** and make your selection. The steps for copying information are the same for all selections:

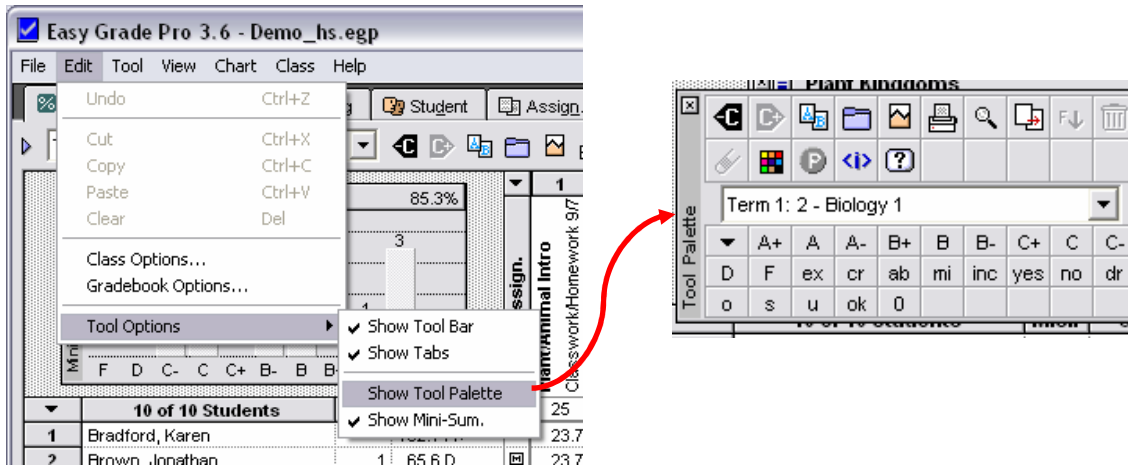
1. Set the Copy FROM and TO classes. You can copy information to more than one class.
2. Specify which assignments, class data, options, seats, or students in the right panel.
3. Double check your work and press **Copy**.



B. Documentation

1. Special Scores

Before entering Special Scores, make sure that the **Tool Palette** is visible. If it is not, go **Edit > Tool Options > Show Tool Palette**.



From the Tool Palette, you can click on any letter grade or Special Score to assign the grade to a student.³

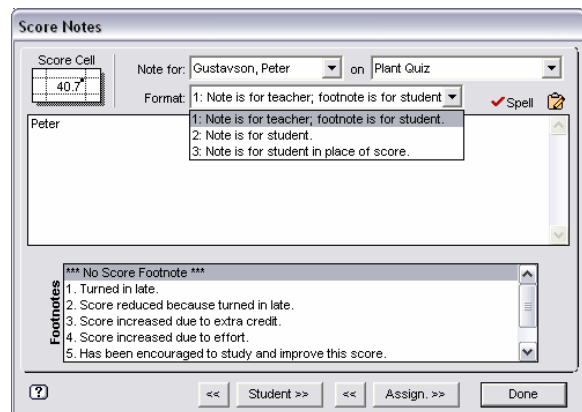
2. Adding Notes to Scores

By adding Notes to scores, you can document more information about a student's performance.

To add Notes, **double-click** on a student's score. From this window, you can also change students and assignments at the bottom.

Written notes can be just for the teacher, or visible to the student in a report. Your pre-defined footnotes will be available in the lower half. To alter footnotes, go to Class Options under the Edit menu.

Teacher Notes allow you to document your observations about a student's performance without them being visible to the student or his/her parents.



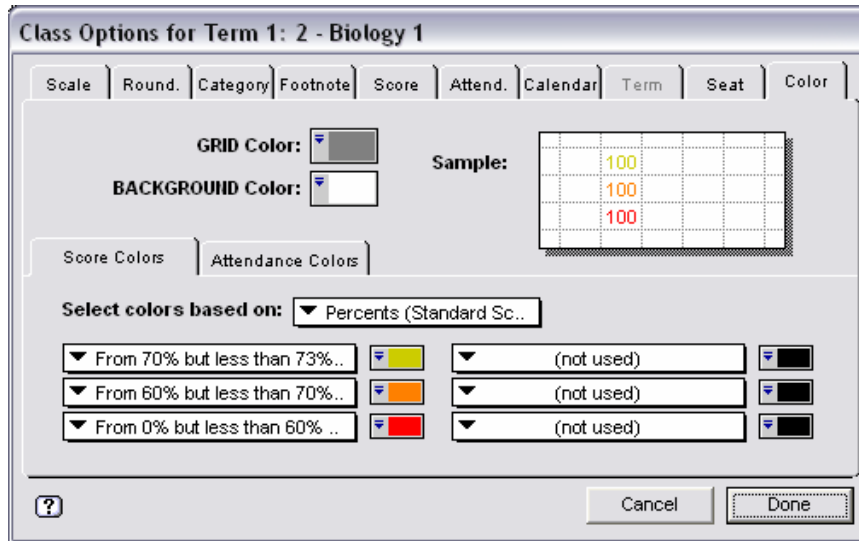
³ Recall the keyboard shortcuts for Special Scores. To review these, return to Class Options under the Edit menu.

C. Data-driven Instruction

1. Color-coding Scores

The most visible way to see trends regarding students not meeting standards in your class is to color-code your scores. To look at these options, go **Edit > Class Options** and click on the **Color Tab**. Here you can

- ✓ Alter the colors of your gradebook for this class
- ✓ Assign colors to grades based on specified criteria.



In this example, we've assigned colors of increasing intensity to students not meeting standards (grades C-, D, and E).

2. Sorting Student Information

Another way to examine data trends within your gradebook is to sort assignments and students. Examine how each of these hidden menus can help break down grades.

Show all students

1. Bradford, Karen
2. Brown, Jonathan
3. Chu, Jeff
4. Goodman, Michael
5. Gustavson, Peter
6. Haynes, Terri
7. Kramer, Jennifer
8. Radcliffe, Missy
9. Robinson, LaTonya
10. Taylor, Roqer

Show all assignments

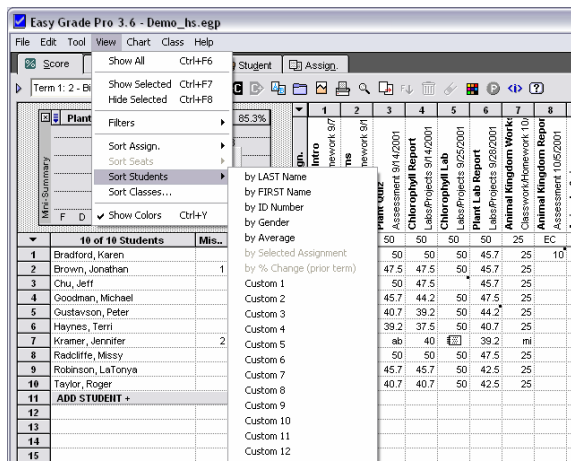
1. Plant/Animal Intro
2. Plant Kingdoms
3. Plant Quiz
4. Chlorophyll Report
5. Chlorophyll Lab
6. Plant Lab Report
7. Animal Kingdom Worksheet
8. Animal Kingdom Report
9. Animals Quiz
10. Plant/Animal Review

Show ALL as raw scores

- Show ALL as raw scores
- Show ALL as percents
- Show ALL as grades

Use assignment settings

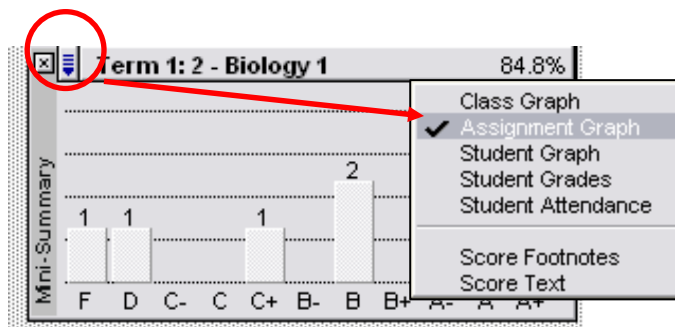
- ✓ If students are looking over your shoulder (a no-no), consider showing ONLY that student.
- ✓ Show only category-specific assignments
- ✓ Look at your grades as percents or grades (letters) to more quickly track how students are meeting standards.



Additionally, you can sort students by their course average. To do this, go **View > Sort Students > by Average**. Students will be ranked by course performance.

3. Utilizing the Mini Summary

The Mini Summary is a feature that you can look at constantly. Located in the upper left of your screen⁴ this window shows the overall distribution of grades in your class. You can change this view to look at individual assignments and more by clicking on the menu arrow in the upper-right corner.



If you see that there are unusual trends such as multiple failures on an assignment or class average, re-examine that assignment or student(s) and take appropriate action in your instruction to work with those topics or students.

KEY: Look at your data, learn from it, and take action in your instruction!

4. Data Analysis with Charts

Charts put many data into a graphical representation. It does not interpret data for you; rather, it makes it easier for you to interpret trends for your students.



To look at Charts, click on the Chart icon in the Tool Palette or go **Chart > Summaries**.

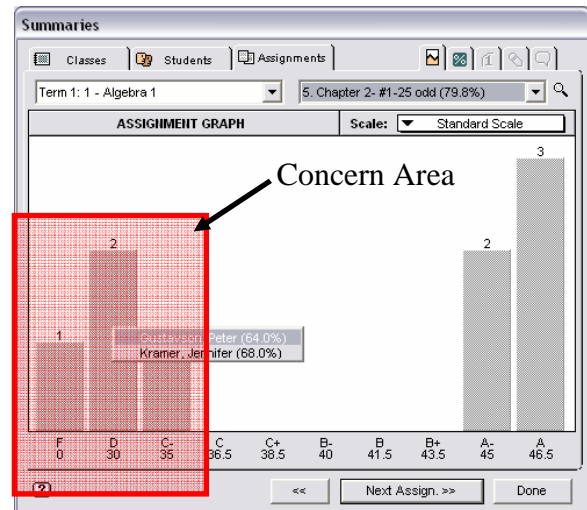
Two different Charts are showcased below. Explore the different charts to see what information is useful in your instruction.

⁴ If you do not see the Mini-Summary, go **Edit > Tool Options > Show Mini-Sum**.

Assignment Graphs

From the Summaries window, select the **Assignments Tab**. You should navigate through your assignments periodically to get a picture of student performance in your class.

For each assignment, you can click on any of the bars in the bar graph to see a list of students achieving at that level. Students performance below the C-level should be of primary concern to you.

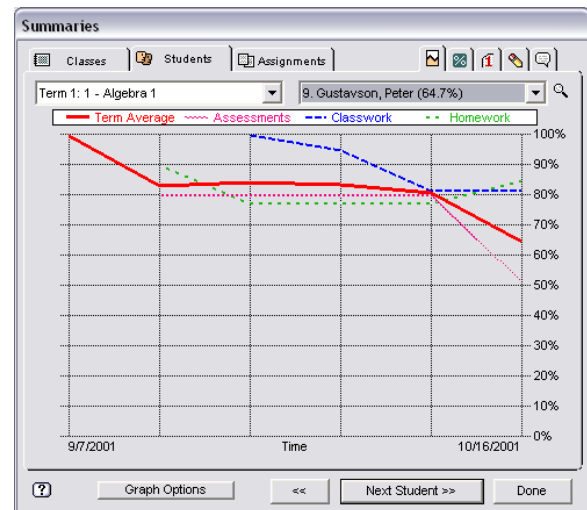


Student Performance

From the Summaries window, select the **Students Tab**. You can navigate to students of concern (from the assignment graph) and get a better picture of their performance over time.

Assignment Categories are shown in different colors. You should be looking for the following things:

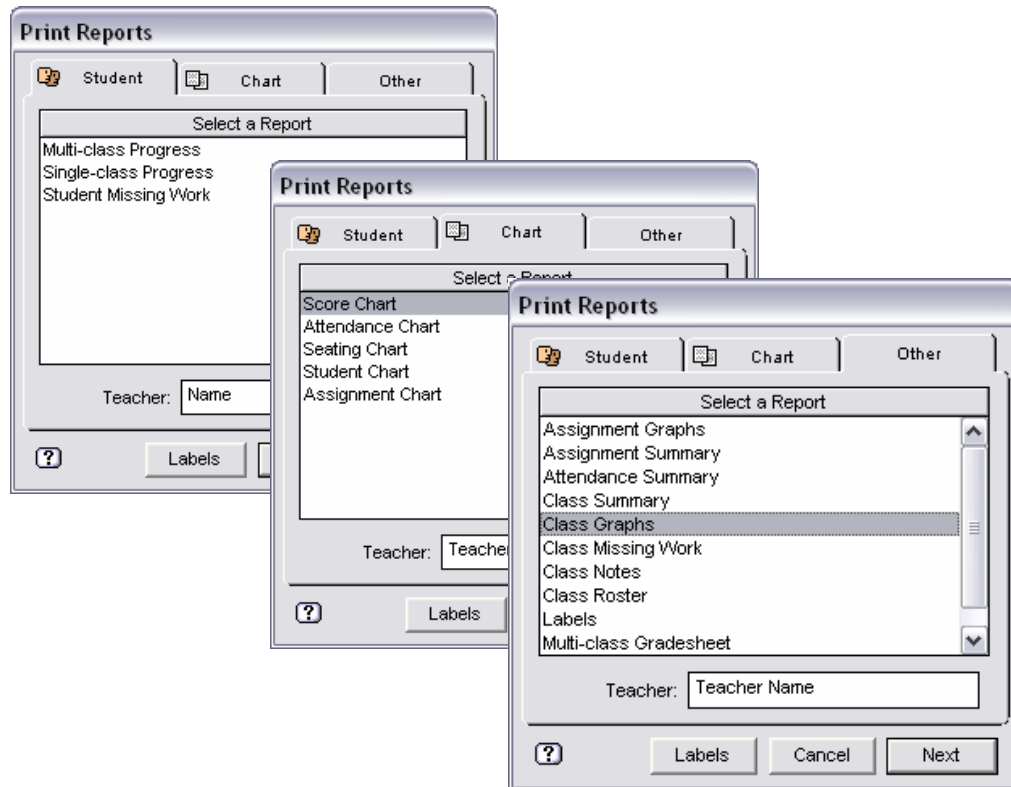
- ✓ Students showing declining performance – what types of assignments are they struggling with? Is it just tests? Homework?
- ✓ Students showing improving performance – what concepts or teaching strategies have been effective with this student? How could you apply these strategies with struggling students.



KEY: Look at your data, learn from it, and take action in your instruction!

D. Reporting Options

The following screenshots allow you to see all of the reporting options with Easy Grade Pro. Several of the more common reports are highlighted. Multi-class Progress, Single-class Progress, and Score Charts will be discussed in this course. Please explore the others to suit your individual needs. To begin go to **File > Print**.



1. Student Progress

Elementary teachers will typically use the **Multi-class Progress** option under the **Student** tab. Secondary teacher will mostly use the **Single-class Progress** option under the **Student** tab. Using the **Multi-class Progress** option will search all the classes for students with the same name or ID number and include all the data for the student where the **Single-class Progress** will print only the current class' data.

Once you have selected the type of progress report you will be using, explore the different choices you have available to you in the **Single/Multi-class Progress Report Options** screen.

- ✓ Use **all current-class students** to print a report for the entire class
- ✓ Use **all current term-term students** to print a report for all your classes
- ✓ Use **selected students only** to print a report for one or more students from the current class

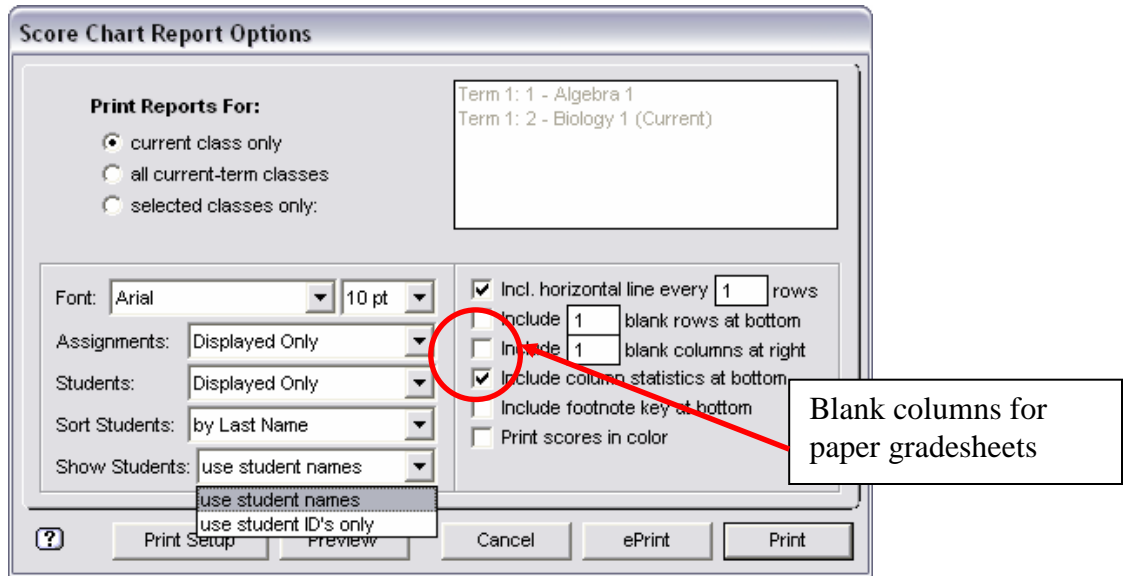
You now need to decide what will be included in your report. **ALWAYS use the Preview feature to make sure the report contains all the information you need.** This not only saves time from incorrectly printed reports, but also paper and ink!

- ✓ You can add an introduction and a conclusion to the report by checking the **Include Intro/Postscript Text⁵**. This is where you could include your contact information, address to your SWIFT site, even a note to sign and return the bottom portion of the report to the teacher.
- ✓ **Include Grade Summary Chart⁵** gives the overall grade as well as your category grades, completed work average, and the number of missing assignments.
- ✓ If you want to include a detailed account of all the assignments that were assigned during the grading period, select **Include Assignment Chart⁵**.
- ✓ **Incl. students >= [] and < []** will allow you to print reports for students who fall between a specific range of percentages.

⁵ Make sure to define the features you would like to include using the **set** button to the right of the option you just selected. Remember, you can always turn something *on*, view the report using the **Preview** button, then change or turn that function *off* if it is not desired.

2. Score Charts

Score charts can help you analyze how your class is doing overall as well as on individual assignments. From **File > Print**, go to the **Chart Tab**.

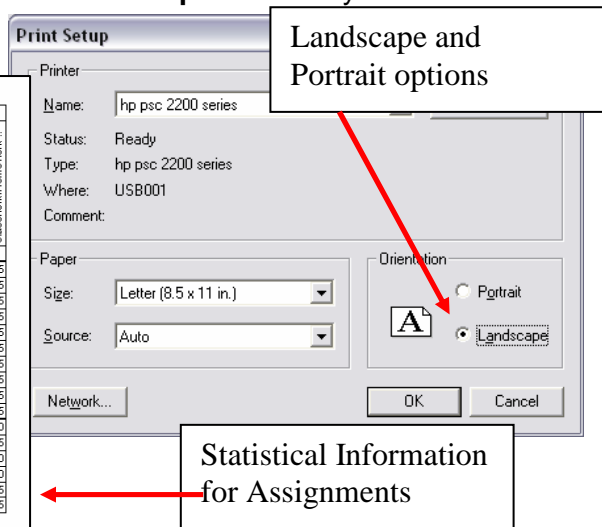


Again, select various options and choose **Preview** to see what your chart will print out as.

- ✓ **Assignments** – You can alter the assignments that are displayed in the report. Noteworthy is the “Include None” option. Combine this with including a number of blank columns to produce a paper gradesheet for recording scores!
- ✓ **Show Students** - You can choose between **use student names** and **use student ID's only**. This could be valuable to post student grades while maintaining their privacy, or keep student names for your analysis.
- ✓ **Sort Students** will allow you to sort the chart by name, grade, student ID, or randomly for easier reference depending on your needs.

When you choose all the options you would like for your chart select **Print**. At this point, you might find it valuable to print your chart in the **Landscape** mode so you can fit more information on a single page.

SCORE CHART													
TEACHER NAME Tacoma School District TERM 1: 2 - BIOLOGY 1 Mon, Oct 16, 2006													
10 of 10 Students	Mis..	Overall	10 of 10 Assign.	1	2	3	4	5	6	7	8	9	10
1 Bradford, Karen	102.1 A+	23.7	23.8	50	50	50	50	50	50	50	50	10	50
2 Brown, Jonathan	1 65.6 D	23.7	23.7	47.5	47.5	47.5	47.5	47.5	47.5	47.5	47.5	47.5	47.5
3 Chiu, Jeff	98.3 A+	23.7	23.7	50	47.5	47.5	47.5	47.5	47.5	47.5	47.5	47.5	47.5
4 Goodinan, Michael	91.7 A.	22.8	21.2	45.7	44.2	50	47.5	47.5	47.5	47.5	47.5	44.2	75
5 Gustavson, Peter	84.0 B	22.1	20	40.7	39.2	50	44.2	25	50	44.2	25	39.2	75
6 Haynes, Terri	73.7 C+	20.3	18.7	39.2	37.5	50	40.7	25	50	40.7	25	35.7	75
7 Kramer, Jennifer	2 49.9 F	20.3	20.3	ab	40	50	39.2	mi	50	39.2	mi	32.5	75
8 Radcliffe, Missy	99.5 A+	23.7	ok	50	50	50	47.5	25	50	47.5	25	50	75
9 Robinson, LaTonya	90.6 A.	23.7	23.7	45.7	45.7	50	42.5	25	50	42.5	25	42.5	75
10 Taylor, Roger	86.8 B	22.8	17.8	40.7	40.7	50	42.5	25	50	42.5	25	44.2	75
- Points		25	50	100	50	50	50	50	50	25	100	100	100
- Avg Score		22.7	21.3	45.5	44.2	50	44.1	25	50	43.1	75	43.1	75
- Avg %	84.8	90.7	85.3	91	88.5	100	88.2	100	88.2	100	86.3	100	100
- St. Dev	16.3	5.5	9.1	8.7	9.2	0	5.6	0	5.6	0	12.8	0	0
- Max	102.1	23.7	23.7	50	50	50	47.5	25	50	47.5	25	50	75
- Min	49.9	20.3	17.8	39.2	37.5	50	39.2	25	50	39.2	25	32.5	75



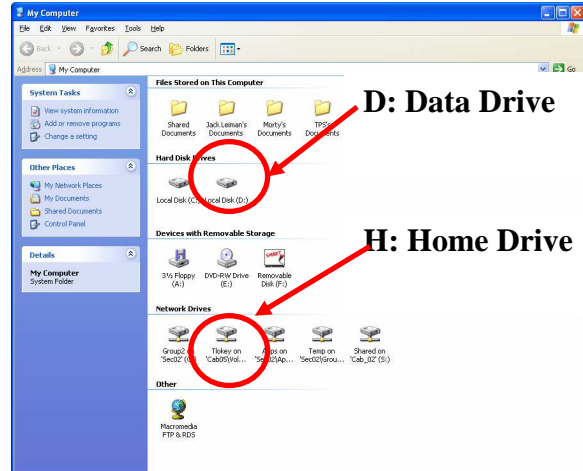
E. Gradebook Management

1. File Management

You must know where your gradebook is saved. Save your gradebook in the following format:

TeacherName_SchoolYr.egp

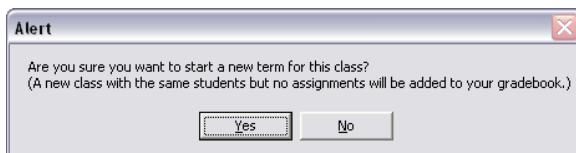
Your gradebook is *automatically saved* as you use it. You must, however, save a backup copy⁶. To do this, go **File > Save Copy...** Make sure that you save it in another location. EGP will remember where you saved your last copy. Save **OVER** that file each time you quite Easy Grade Pro.



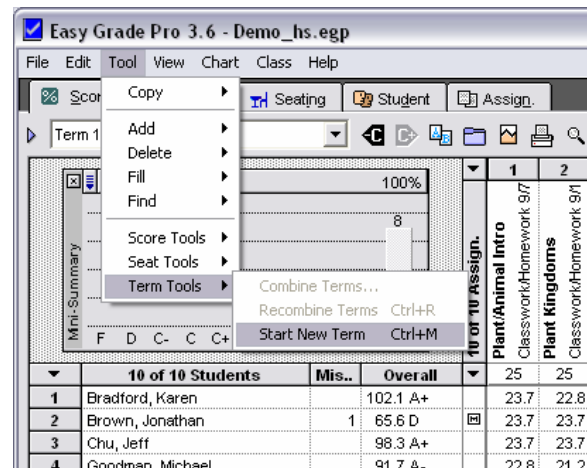
On new computers in the district, you must save either to the D:Data drive of your H:Home drive. All other locations will delete your file overnight.

2. Adding Terms

At the end of the grading term (semester or quarter), you can add a new term for your classes. To do this, go **Tool > Term Tools > Start New Term**. You will be prompted with the following dialogue box:



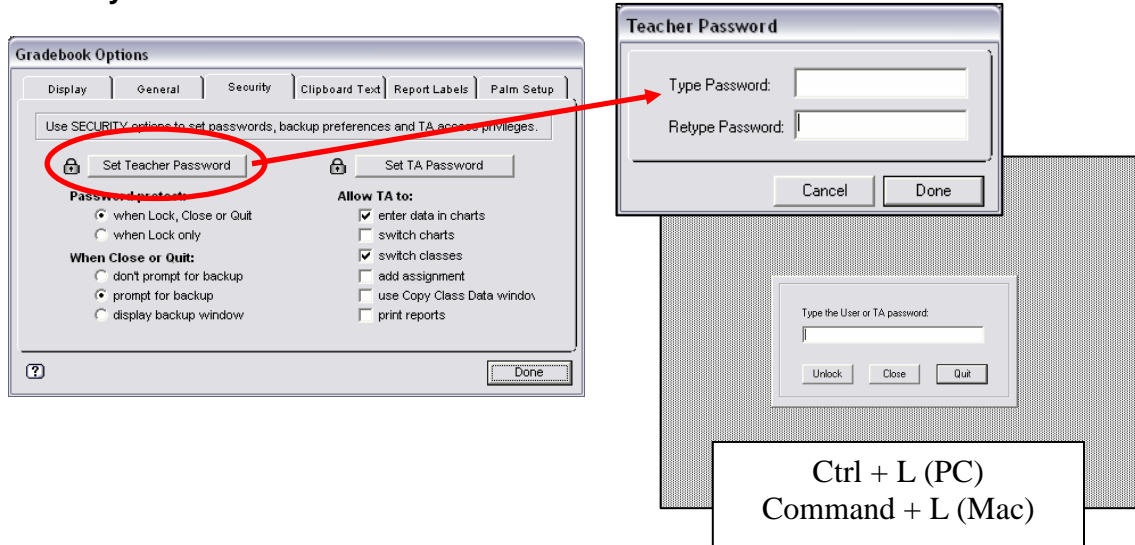
Press **Yes**. You will now find the new class in the Class Menu of the Toole Palette.



⁶ You will also be prompted to save a copy of your gradebook upon closing Easy Grade Pro.

3. Security and Your Gradebook

With student privacy laws as they currently are, you should consider password-protecting your gradebook a *requirement*. To do this, go **Edit > Gradebook Options** and select the **Security Tab**.



Advantages of setting a password to your gradebook:

- ✓ Your gradebook cannot be opened by another person.
- ✓ You can **Lock** your gradebook when not using it. Enter grades or take attendance, then Lock it. This feature prevents others from viewing your gradebook while you are taking care of classroom needs. At the same time, it's quick to re-enter your gradebook to keep working.