



Easy Grade Pro, version 4

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.

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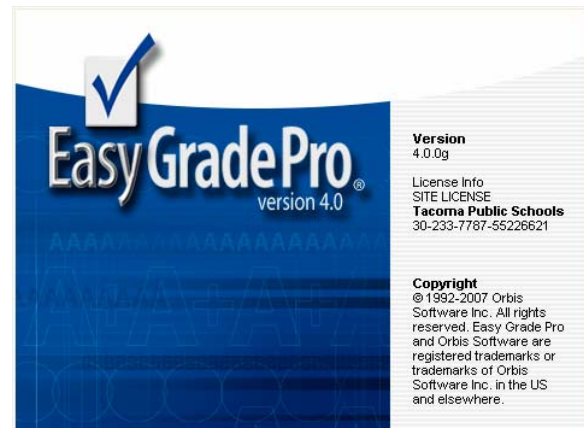
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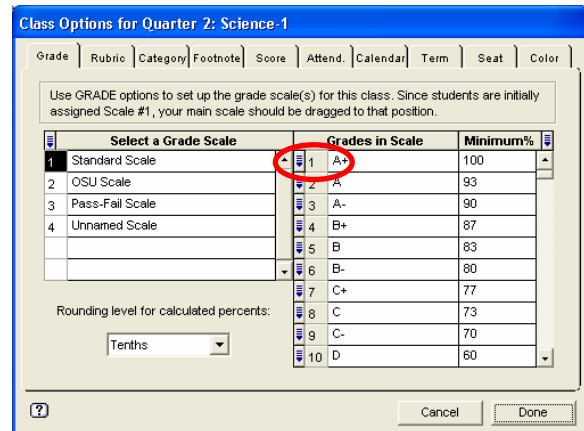
A. Understanding the Design of Your Gradebook

1. Grade Scales

It is paramount that you set your grade scale appropriately. Most importantly, you should ensure that your gradebook does not give a grade that cannot be granted by Tacoma Public Schools. *Complete the following.*

- ✓ Delete the A+ column*
- ✓ Add a D+ column*
- ✓ Change the F to an E
- ✓ Adjust the scale to match your class procedures.

*Use the blue menu arrow (circled) to insert/delete grades

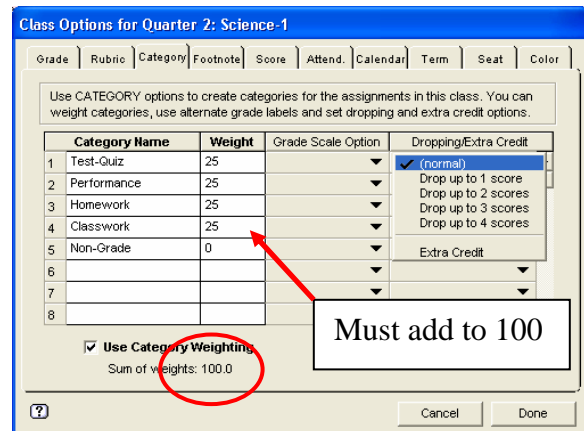


2. Categories

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.

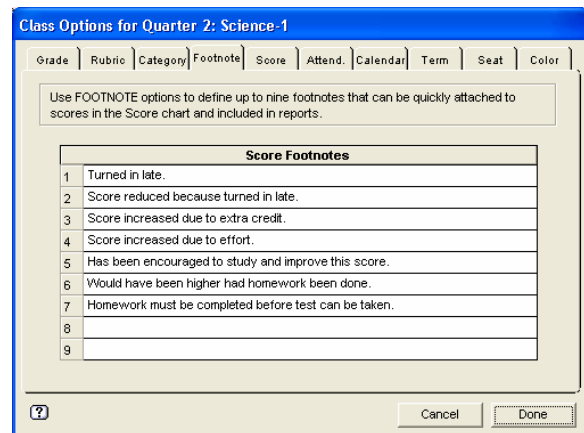


3. Footnotes

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.



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.*

4. 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.

Code that is placed in the gradebook and shows up on reports

Keyboard Shortcut

Value calculated by the gradebook

Adds assignment to student's missing list

	Score Names	Code	Shortcut	Value	Counts as...
1	Excused	ex	E		<input type="checkbox"/> missing
2	Credit	cr	C		<input type="checkbox"/> missing
3	Absent	ab	A	0	<input checked="" type="checkbox"/> missing
4	Missing	mi	M	0	<input checked="" type="checkbox"/> missing
5	Incomplete	inc	I	0	<input checked="" type="checkbox"/> missing
6	Yes	yes	Y	100	<input type="checkbox"/> missing
7	No	no	N	0	<input type="checkbox"/> missing
8	Drop	dr	D		<input type="checkbox"/> missing
9	Outstanding	o	O	100	<input type="checkbox"/> missing
10	Satisfactory	s	S	80	<input type="checkbox"/> missing

Cancel Done

5. 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 **Max Score**. This is the maximum raw score for the assignment.
- ✓ Set the **Points**. This scales the assignment to a particular value.
- ✓ Set the **Category**. This is important whether or not you are using weighted categories.

The screenshot shows a software interface for entering assignments. The window title is "Records for Quarter 2: Science-1". It has tabs for "Classes", "Students", "Assignments", and "Standards". The "Assignments" tab is active. At the top, it says "Record: 11 of 11". Below that, there are input fields for "Name:", "Max. Score:" (with the value 50), and "Points:" (with the value 100). These three fields are circled in red. Below these are dropdown menus for "Category:" (Test-Quiz), "Special Status:" (Normal), "Display Scores:" (Raw Scores), and "Progress Report:" (Include Assignment). There is also a "Standards:" dropdown (None selected) and a "Note:" text area. To the right is a calendar for "October 2007" with the date 31 highlighted. A red arrow points from a callout box "Set the Due Date for the assignment." to the date 31. At the bottom, there are buttons for "?", "<<", "Next Assign. >>", and "Done". A red arrow points from a callout box "Navigate to previous assignments to make changes." to the "<<" button.

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

Understanding Max Score vs. Points or Balanced vs. Unbalanced Grades:

***TIP:** Your default action is to set the Points value equal to the Max. Score, but consider the following.*

If you want all tests to weigh *equally* regardless of Max. Score then set the Points value equal for all tests. Consider this for any assignment that is repetitive and meets these criteria (quizzes).

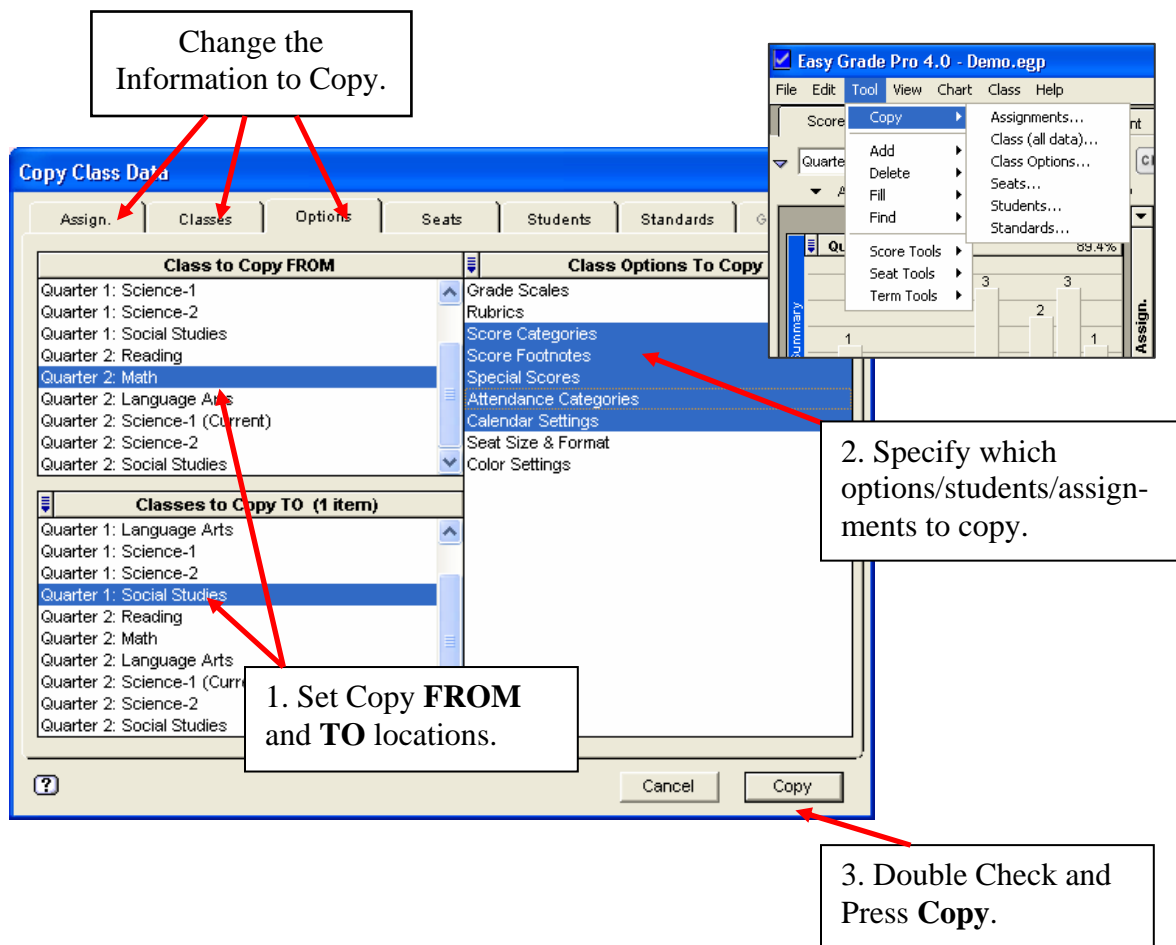
Communicate your grading practices on this issue! Example: “You will have four exams in this class. All will be weighted equally towards your Exam Category grade.” *OR* “Assignments with more points will count more towards your final grade in this category.” The first example is balanced grades where the Points are set the same. The latter is unbalanced where Max Score and Points are always kept the same. Both are sound

6. 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:

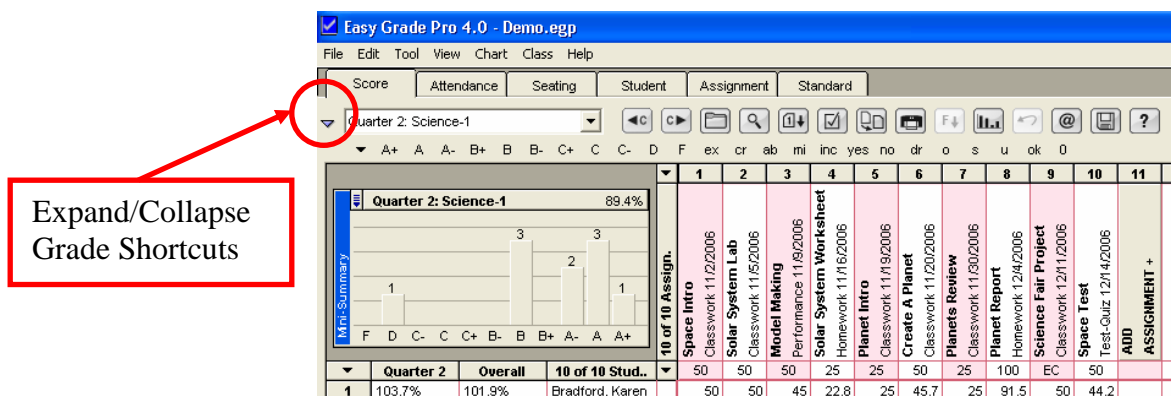
1. Set the Copy FROM and TO classes. You can copy information to more than one class.
2. Specify which assignments, class data, options, seats, or students in the right panel.
3. Double check your work and press **Copy**.



B. Documentation

1. Special Scores

The Tool Palette is no longer a separate window in EGP 4. Instead, it is integrated into the toolbar at the top of the screen. The Mini-Summary remains visible where the Tool Palette was previously located.



Expand/Collapse Grade Shortcuts

Quarter 2	Overall	10 of 10 Stud...	1	2	3	4	5	6	7	8	9	10	11	1
103.7%	101.9%	Bradford, Karen	50	50	45	22.8	25	45.7	25	91.5	50	44.2		

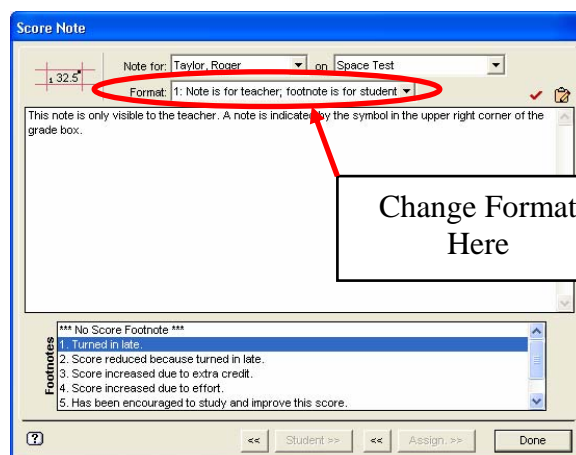
When entering grades, you can click on any letter grade or Special Score to assign the grade to a student.²

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.



Change Format Here

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.

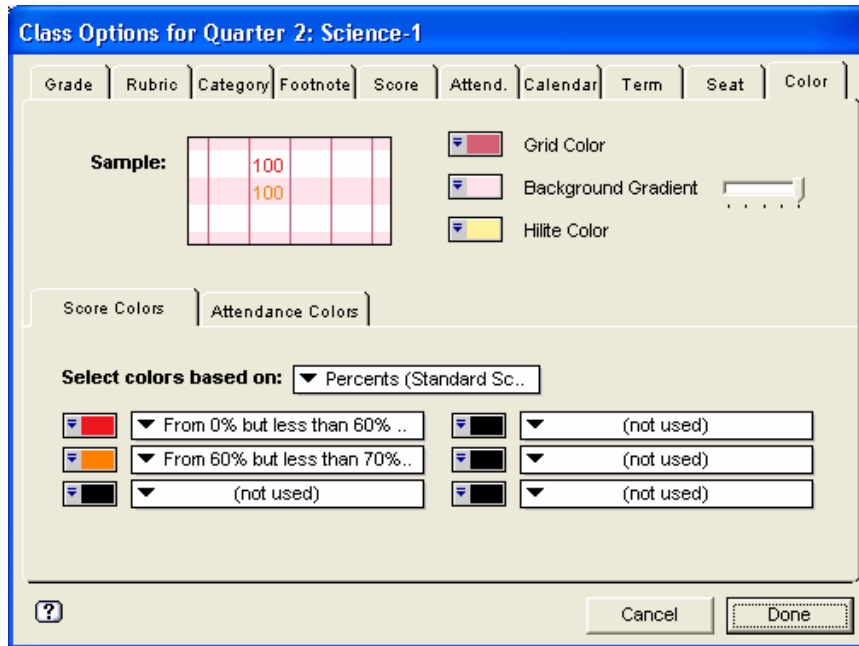
² Recall the keyboard shortcuts for Special Scores. To review these, return to Class Options under the Edit menu.

C. Data-driven Instruction

1. Color-coding Scores

The most visible way to see trends regarding students not meeting standards in you 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 D and E).

How to use this feature

- ✓ If a lot of color shows up in **one row**, conference with the student, and plan on individualizing instruction for his or her needs.
- ✓ If a lot of color shows up in **one column**, examine the instruction around that assignment and reteach, review, or reassess.

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.

The screenshot shows the Easy Grade Pro 4.0 interface. The main window displays a gradebook for 'Quarter 2: Science-1'. Three context menus are open:

- Show all students:** Lists 10 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, Roger.
- Show assignment scores:** Options include:
 - ...as raw scores
 - ...as percents
 - ...as grades
 - ...using assignment settings
- Show all assignments:** Lists 10 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.

- ✓ 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.

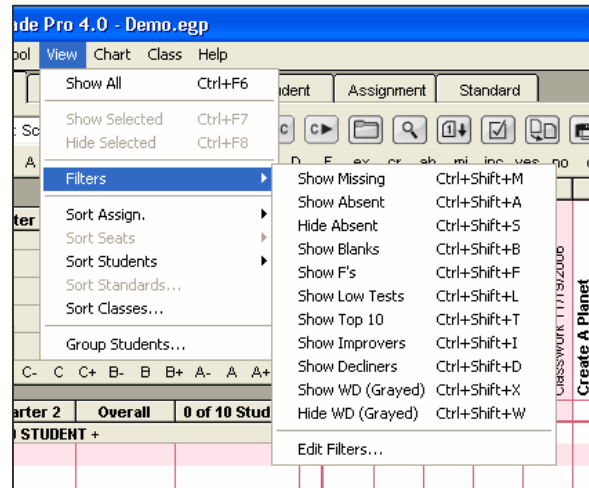
The screenshot shows the 'View' menu open in Easy Grade Pro 4.0. The 'Sort Students' option is selected, and a submenu is open with the following options:

- by LAST Name
- by FIRST Name
- by ID Number
- by Gender
- by Average
- by Selected Assignment
- by % Change (prior term)
- Phone
- Contact Person
- Address Line #1
- Address Line #2
- Other
- Reading Group
- Custom 7
- Custom 8
- Custom 9
- Custom 10
- Custom 11
- Custom 12
- Randomly (student picker)
- by Group

3. Filtering Student information

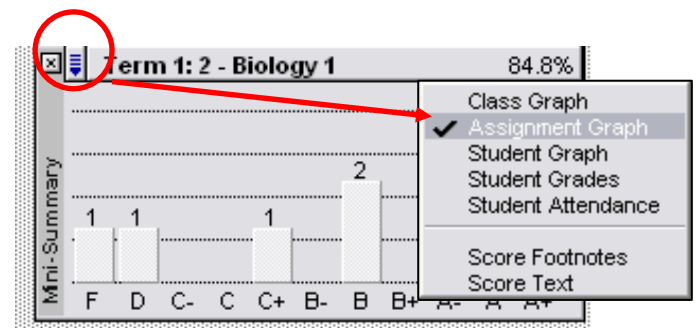
Filters allow you to remove students not meeting a particular criterion. That is, if you want to show your top ten students, all students not meeting that criterion are temporarily hidden. To enable a filter, go **View > Filters >** and choose a filter.

To **Show All**, choose the first option from the **View Menu**.



4. Utilizing the Mini Summary

The Mini Summary is a feature that you can look at constantly. Located in the upper left of your screen 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!

5. 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.

Class / Assignment Graphs

The charting features of Easy Grade Pro have changed dramatically in EGP 4. All of the same charts are available, but they've upgraded the design to a menu-driven window, rather than tabs.

More Options

Concern Area

In the Summaries window, select the **Class or Assignments Grades** from the **Type** menu. Also check that the appropriate **Class** is chosen. You should navigate through your assignments periodically to get a picture of student performance in your class.

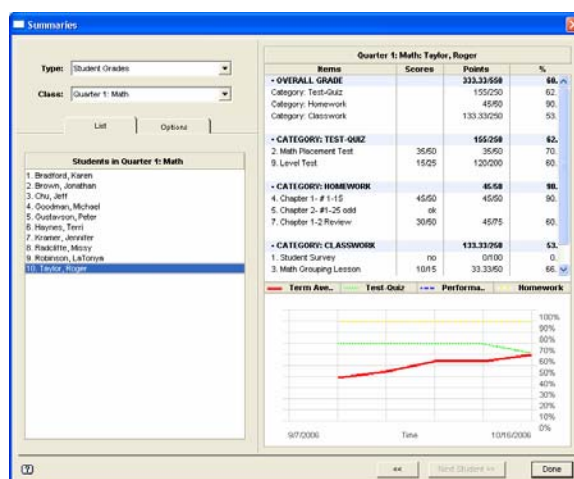
For each assignment, you can click on any of the bars in the bar graph to see a list of students achieving at that level. *Students' performance below the C-level should be of primary concern to you.*

Student Performance

From the Summaries window, select the **Students Grades Type**. Select 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

All reports are now available from a single window. The most popular reports are Student Progress (report card), score chart, class roster, and seating chart. Please explore the others to suit your individual needs. To begin go to **File > Print**.

1. Student Progress

All teachers will use the **Student Progress (report card)** feature as it has many options for displaying student performance data. Elementary teachers will additionally use the **Include Multiple Classes option**. Carefully examine the options on reports window before pressing Print.

The screenshot shows the 'Print Reports' window with the following details:

- Report:** Student Progress (report card)
- for:** All students in Quarter 1: Math
- Options:**
 - Include Multiple Classes (in each report)
 - Include Student Title Data
 - Include Intro/Postscript Text
 - Include Grade Summary Chart
 - Include Assignment Chart
 - Include Summary Graph
 - Include Standard Chart
 - Include Attendance
 - Include Notes & Comments
 - Display Options
 - General Options for all Reports
- Print When Ready:** A red arrow points to the 'Print' button at the bottom right of the window.

Selecting the right group of students

- ✓ Use **All students in <term name>:<class name>** to print a report for the entire class
- ✓ Use **All students in <term name>** to print a report for all your classes
- ✓ Use **selected students in the list** to print a report for one or more students from the current class. Click on the **List Tab** and select multiple students with the mouse.

TIP: To select multiple students in a row, select the first student, and then hold down the shift key to select the last student. All students in between will be selected.

TIP: If you want to select non-continuous students, hold down the Ctrl key (Command Key on Mac) and select individual students.

Setting Report Options

You now need to decide what will be included in your report.

- ✓ You can add an introduction and a conclusion to the report by checking the **Include Intro/Postscript Text**. 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. Press the **Edit** button to control each.
- ✓ **Include Grade Summary Chart** gives the overall grade as well as your category grades, completed work average, grade scale key, 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 Chart**. Here you can control the number of assignments.

***TIP:** use the **Assignments on or after...** feature to include assignments from only the latest unit material and save valuable paper.*

- ✓ Add your **Teacher Name** under the **General Options for All Reports** option.

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**.

Sort or Randomize Students

Blank columns for paper gradesheets

Control Font Size and Orientation for Paper Conservation

Print Reports

Report: Score Chart

for: Quarter 1: Math only

List Options

Score Chart Report Options

Main Options

Student Identifiers: ID only

Include students: Displayed Only

Sort students: Randomly

Include assignments: Displayed Only

Include blank rows. Number: 2

Include blank columns. Number: 2

Include column statistics

Include footnote key

General Options for all Reports

Font Options: Set

Teacher Name: Name

Custom Report Title

Include Class Name in title (if applicable)

Custom Report Date

SCORE CHART

ID	PTS	Overall	A	B	C	D	F	W	U
1	40%	30%							
2	50%	40%							
3	60%	50%							
4	70%	60%							
5	80%	70%							
6	90%	80%							
7	100%	90%							
8	110%	100%							
9	120%	110%							
10	130%	120%							
11	140%	130%							
12	150%	140%							
13	160%	150%							
14	170%	160%							
15	180%	170%							
16	190%	180%							
17	200%	190%							
18	210%	200%							
19	220%	210%							
20	230%	220%							

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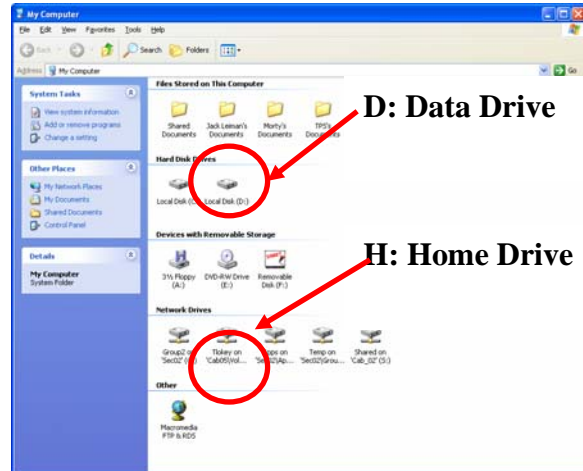
E. Gradebook Management

1. File Management

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

TeacherName_SchoolYr.egp

Gradebook Backup: Your gradebook is *automatically saved* as you use it. You must, however, save a backup copy. You be prompted to save a copy of your gradebook upon closing Easy Grade Pro. Make sure that you save it in another location. EGP will remember where you saved your l

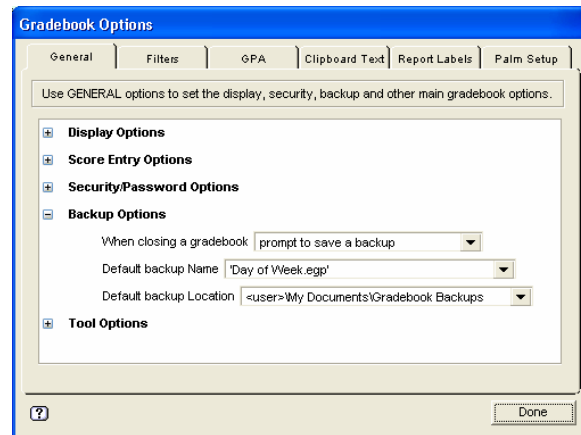


You can also manually make a backup. To do this, go **File > Save Copy....** Save OVER that file each time you quite Easy Grade Pro.

Automatic Backup Option in EGP 4.0:

This new version allows you to continue being prompted each time your close OR to automatically save a backup. To manage these options, go **Edit > Gradebook Options** and choose the **General Tab**.

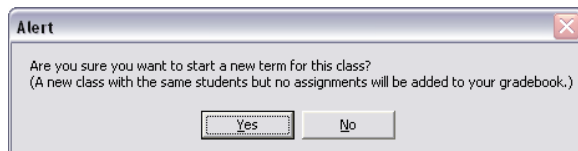
Under the Backup Options, you must specify a Default Backup Location if you are going to use the automatic feature.



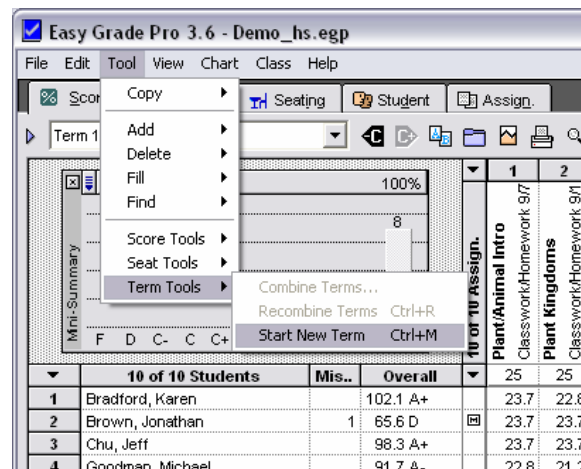
TIP: On new computers in the district, you must save either to the D:Data drive of your H:Home drive. All other locations will delete your file overnight.

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:

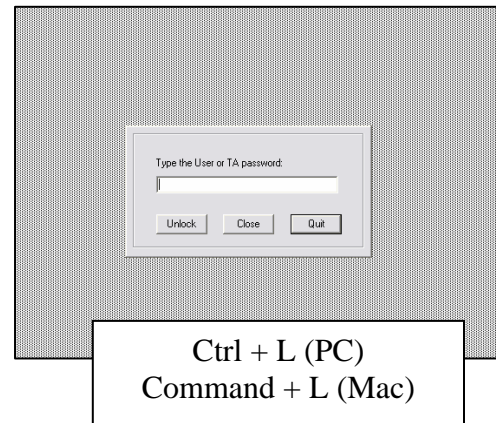
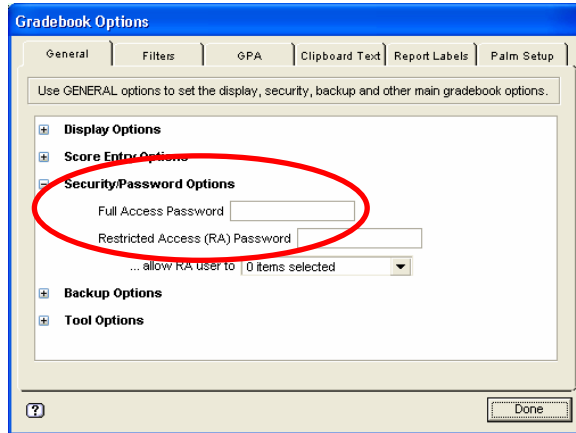


Press **Yes**. You will now find the new class in the Class Menu of the Toole Palette.



3. Security and Your Gradebook – VERY IMPORTANT

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 **General Tab**. Under Security/Password Options, you can set your **Full Access Password**. Teacher's Assistants should never enter grades.



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.