

Installation and Set up:

1. To install Easy Grade Pro, insert CD from Koorosh and follow prompts on the screen.
 - a. You will need License Number :
 - b. School Name: Modern Languages
2. Getting Started:
 - a. Select “Create New Gradebook”
 1. Name your gradebook and save it
 2. You can save the gradebook file to your portable USB device (flash stick, etc.) in order to transport it between home and school. This makes it easier to keep your gradebook up to date if you like to work on it at home and at school.
 - b. Choose “Add Classes”: you will make a separate class for each section that you teach
 1. Our classes are one semester, therefore check 1 term
 2. Name your class (for example, SPN 103-03) as it appears in course catalog, perhaps
 3. Leave class weight at 1.0
 4. Press “done”
 5. Select “Add New Class” to be able to enter additional sections
 6. Repeat steps 1 through 4 for each additional class
 - c. To add students: this part is time consuming, but once you do it, you’re done for the semester!
 1. In upper left hand corner, “Choose class” by scrolling down to find your newly added sections (they should appear using the name that you gave them, using my example “SPN 103-03”)
 2. Select “Add student” (left column)
 3. Add last name and first name of each student (you can also add email addresses, addresses, phone numbers, etc. For me, however, this takes too much time—we have that information readily available to us on Cardinal Station anyway)
 4. Click next student after each name is entered until you are finished entering your students’ names
 5. Click “Done”
 - d. Attendance Tab: this feature allows you to take attendance using the gradebook program. It is very useful, so it’s worth it to take the time to set it up! ** Note, you must set up the attendance calendar for EACH section
 1. Before you can set up the attendance section, the computer will prompt you to set up a calendar. Do this part CAREFULLY.
 2. First, select the first day of the term, the last day of the term, and any days off that we have in between (for example, Columbus Day, Thanksgiving, Reading Day)
 3. In the upper right corner, select the days that your course meets, INCLUDING lab (For example, M, W, Th, F)
 4. Now calendar is officially set up. When you click on the “attendance” tab, you will see each day listed and appropriate boxes for you to enter student absences. It is important to note that it is NOT necessary to mark a student present—you only mark students absent by entering “UA” (unexcused absence) into the box. The computer program will tally the students’ absences for the entire semester.

- e. Making categories (for grading scales and types of assignments)** Note: you must set up the categories for each section
1. Go to “edit” (top) and select “class options”
 2. Under the “Grade” tab, make sure the grading option is set to “Standard” (letter grades), and change the scale to round to “hundredths”
 3. Eliminate the A+ grade by right clicking on the column and selecting “delete” (we don’t give A+’s at CUA!)
 4. Change the numbers to conform to the department grade scale, which is as follows:

A	94
A-	90
B+	87
B	84
B-	80
C+	77
C	74
C-	70
D	60
F	0

5. Select the “Category” tab
 6. Select (put a check in the box) “category weighting”
 7. Name your categories according to your syllabus. For example, “quizzes,” “tests,” “lab,” “homework,” “oral exams,” etc.
 8. Give each category a corresponding % value according to your syllabus
 9. Leave “standard scale” selected—this will automatically assign a letter grade to the students’ numerical averages
 10. ** If you’d like to have the computer automatically drop the lowest homework grade or the lowest quiz grade, etc., you may do so in the “Dropping/Extra Credit” column. I suggest that you make sure this feature is **TURNED OFF** when we do our midterm grades, as the deans like us to be strict and not be lenient at this point in the semester. You can turn it back on after we submit our midterm grades.
- f. To add assignments:
1. Go to the “Score” tab
 2. Click on “Add new assignment”
 3. Name the assignment (For example, “Quiz Chapter 1”)
 4. Adjust the number of points that it’s worth (for example, 20 / 20 means that the quiz is worth a total of 20 points and 20 points is the maximum score a student can receive on that assignment)
 5. Select the date for the assignment on the calendar
 6. ** Important: change the category (you will see YOUR list of categories that you created: “quizzes,” “tests,” “lab,” etc.)
 7. Click “next” to enter another assignment, making sure to follow steps 3 - 6