



# 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.

## Pre-Class Assignment

Before coming to class, please make sure that you are proficient in the following skills or have watched the following online video tutorials at Atomic Learning ([www.atomiclearning.com](http://www.atomiclearning.com)<sup>1</sup>).

A. Setting Up the Gradebook		Key #	Length
1.	Starting a new gradebook	21939	0:42
2.	Establishing marking periods	21940	1:21
3.	Adding classes	21941	2:55
4.	Sorting classes	21942	1:08
5.	Setting up initial class options	21943	1:17
6.	Deleting grade scales	21944	1:31
7.	Modifying grade scales	21945	1:55
8.	Adding grade scales	21946	2:38
9.	Copying grade scales to other classes	21947	1:35
10.	Setting up the calendar	21948	2:15
11.	Copying the calendar to other classes	21949	1:42
12.	Adding student names	21950	2:45
13.	Using Auto ID options	21951	0:50
14.	Sorting and reordering student names	21952	0:28
15.	Displaying names as last first or first last	21953	0:35
16.	Copying students to other classes	21954	2:04
17.	Saving the gradebook file	21955	0:28
18.	Quitting and backing up	21956	0:54

*Image taken directly from the Atomic Learning website, 10/11/2006*

If possible, please bring a copy of your electronic gradebook to class.

<sup>1</sup> Tacoma Public Schools has a site license for Atomic Learning. In district, you are automatically logged in. For home use, please contact Instructional Technology at [x3541](mailto:x3541).

