

Integrate Pro 9.0

1. Accessing Integrate Pro

2. Getting Around in the Integrate Spreadsheet

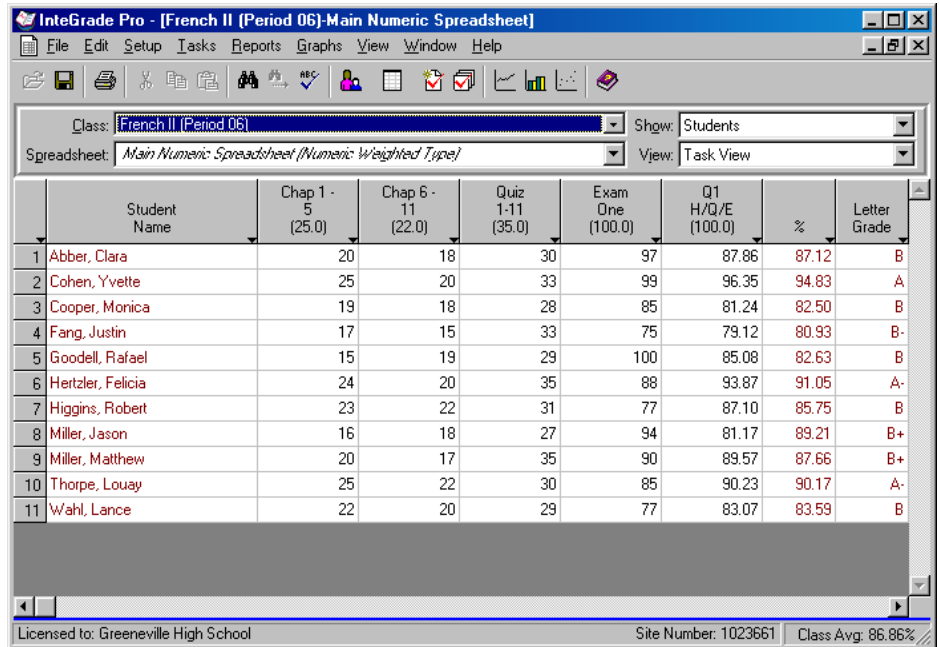
Class: Allows you to switch between classes within your gradebook.

Spreadsheet: Switches between different spreadsheets available.

Main Numeric Weighted: Main spreadsheet that calculates grades.

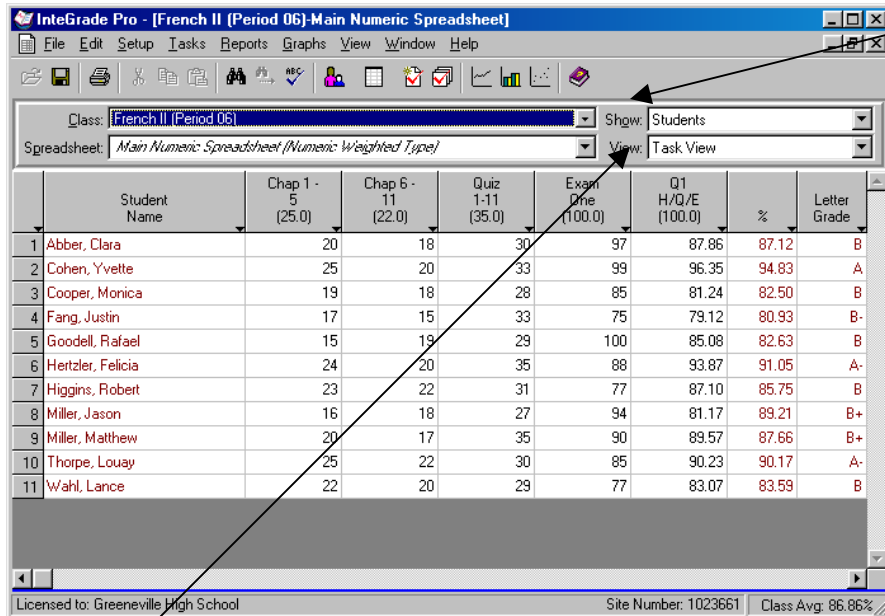
Skill: Good for Mastery Non Mastery (No Calculations)

End of Term for each grading period: Will be used to export grades at end of each term.



	Student Name	Chap 1 - 5 (25.0)	Chap 6 - 11 (22.0)	Quiz 1-11 (35.0)	Exam One (100.0)	Q1 H/Q/E (100.0)	%	Letter Grade
1	Abber, Clara	20	18	30	97	87.86	87.12	B
2	Cohen, Yvette	25	20	33	99	96.35	94.83	A
3	Cooper, Monica	19	18	28	85	81.24	82.50	B
4	Fang, Justin	17	15	33	75	79.12	80.93	B-
5	Goodell, Rafael	15	19	29	100	85.08	82.63	B
6	Hertzler, Felicia	24	20	35	88	93.87	91.05	A-
7	Higgins, Robert	23	22	31	77	87.10	85.75	B
8	Miller, Jason	16	18	27	94	81.17	89.21	B+
9	Miller, Matthew	20	17	35	90	89.57	87.66	B+
10	Thorpe, Louay	25	22	30	85	90.23	90.17	A-
11	Wahl, Lance	22	20	29	77	83.07	83.59	B

Licensed to: Greenville High School Site Number: 1023661 Class Avg: 86.86%



	Student Name	Chap 1 - 5 (25.0)	Chap 6 - 11 (22.0)	Quiz 1-11 (35.0)	Exam One (100.0)	Q1 H/Q/E (100.0)	%	Letter Grade
1	Abber, Clara	20	18	30	97	87.86	87.12	B
2	Cohen, Yvette	25	20	33	99	96.35	94.83	A
3	Cooper, Monica	19	18	28	85	81.24	82.50	B
4	Fang, Justin	17	15	33	75	79.12	80.93	B-
5	Goodell, Rafael	15	19	29	100	85.08	82.63	B
6	Hertzler, Felicia	24	20	35	88	93.87	91.05	A-
7	Higgins, Robert	23	22	31	77	87.10	85.75	B
8	Miller, Jason	16	18	27	94	81.17	89.21	B+
9	Miller, Matthew	20	17	35	90	89.57	87.66	B+
10	Thorpe, Louay	25	22	30	85	90.23	90.17	A-
11	Wahl, Lance	22	20	29	77	83.07	83.59	B

Licensed to: Greenville High School Site Number: 1023661 Class Avg: 86.86%

Show: Switches between the different views of information showing on your screen.

Students: Shows just Student information.

Student Notes: Shows student information as well as notes about students

Tasks: Shows information only on the tasks that you have entered.

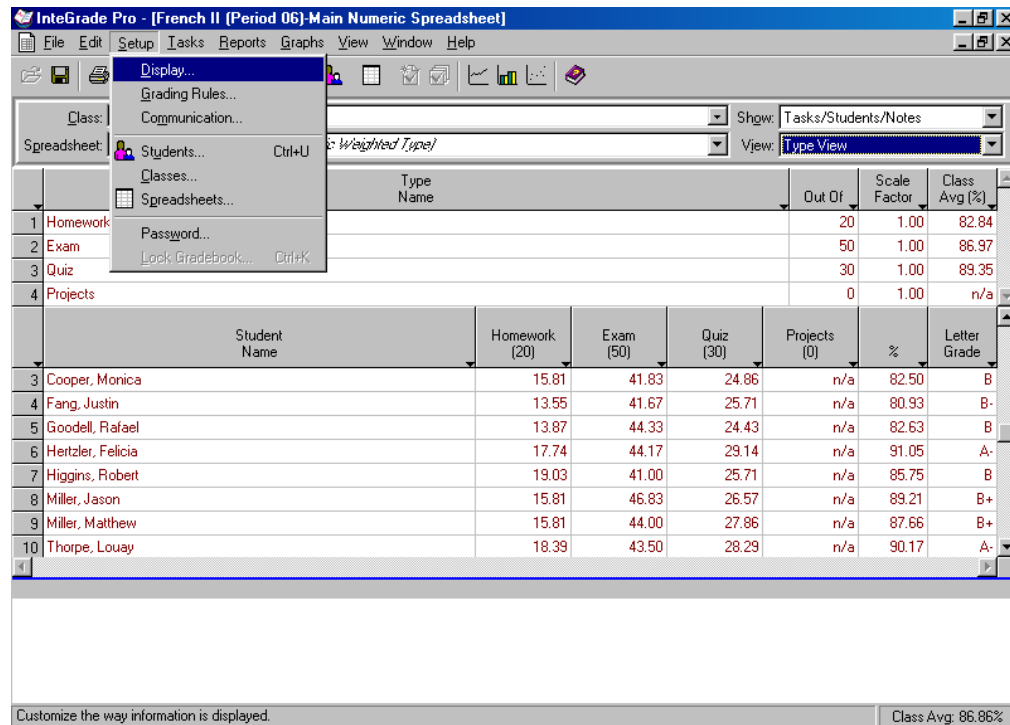
Seating Chart: Shows Seating Chart for your class.

All of the others show various combinations of the above.

View: Switches between **Task** (Individual assignments) and **Type** (Categories of Assignments) views.

3. Setup Procedures

- **Display:** Select **Setup** then **Display** to access options for the way your gradebook will display on your screen.

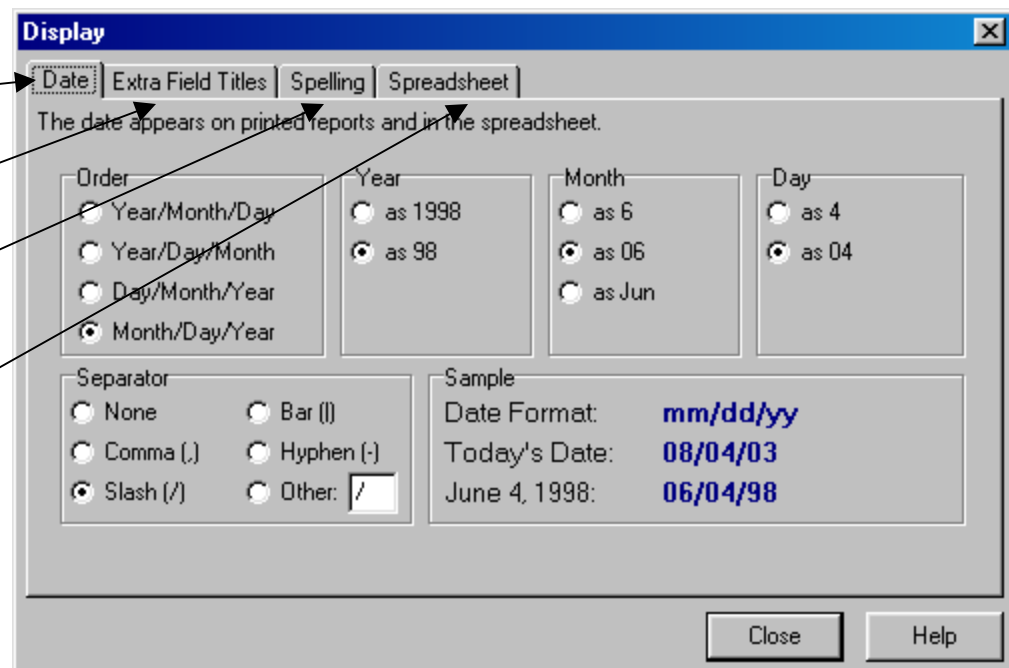


Date: Allows you to set the format of your date.

Extra Field Titles: Lets you create extra fields of student information. IE: **Home School**, Book Numbers, etc.

Spelling: Sets the way your files look at spelling.

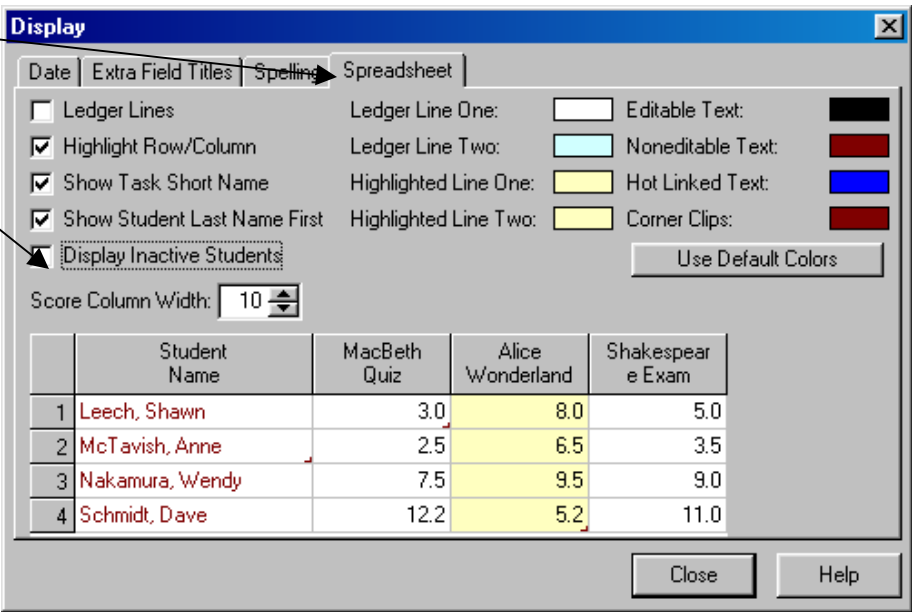
Spreadsheet: Sets your spreadsheet appearance.



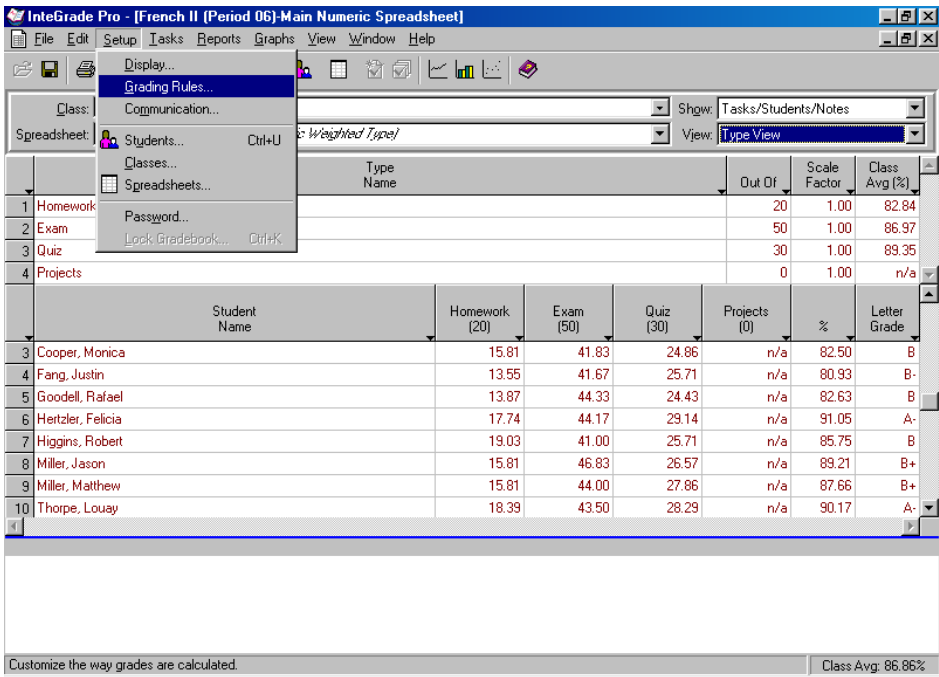
Spreadsheet Continued:

If you don't want inactive students to continue showing in your gradebook, deselect this option.

This doesn't actually delete the grades and student information, it just keeps them from continuing to display in your grade book.

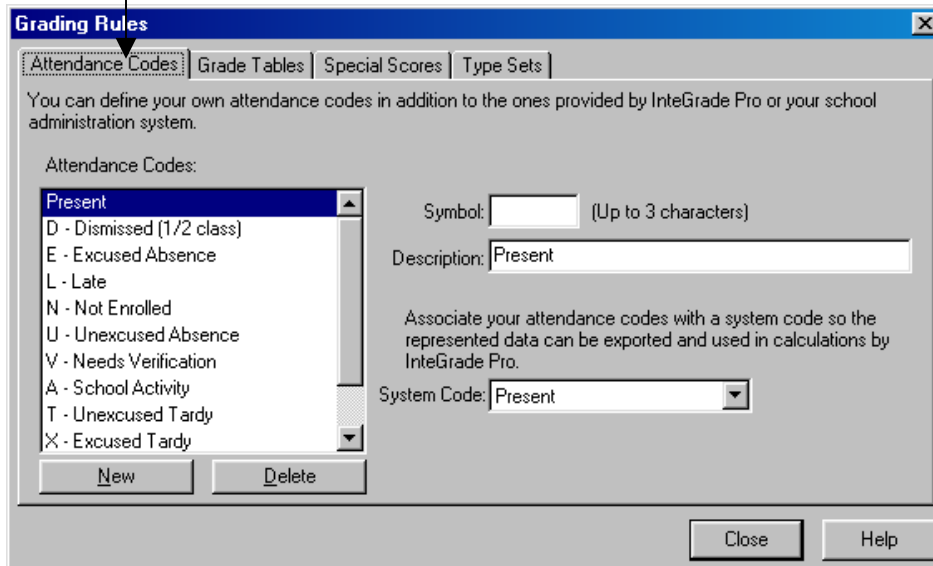


➤ **Grading Rules:** Select **Setup** then **Grading Rules**



You will have 4 options to set up.

Attendance Codes: Since we are doing attendance in SASI, you don't have to use this feature, but it is available if you want to use it for your own use.



The "Grading Rules" dialog box has four tabs: "Attendance Codes", "Grade Tables", "Special Scores", and "Type Sets". The "Attendance Codes" tab is selected. It contains a list of attendance codes on the left and input fields for "Symbol", "Description", and "System Code" on the right. The "Present" code is selected in the list. The "Symbol" field is empty, "Description" is "Present", and "System Code" is "Present".

Attendance Codes:

- Present
- D - Dismissed (1/2 class)
- E - Excused Absence
- L - Late
- N - Not Enrolled
- U - Unexcused Absence
- V - Needs Verification
- A - School Activity
- T - Unexcused Tardy
- X - Excused Tardy

Symbol: (Up to 3 characters)

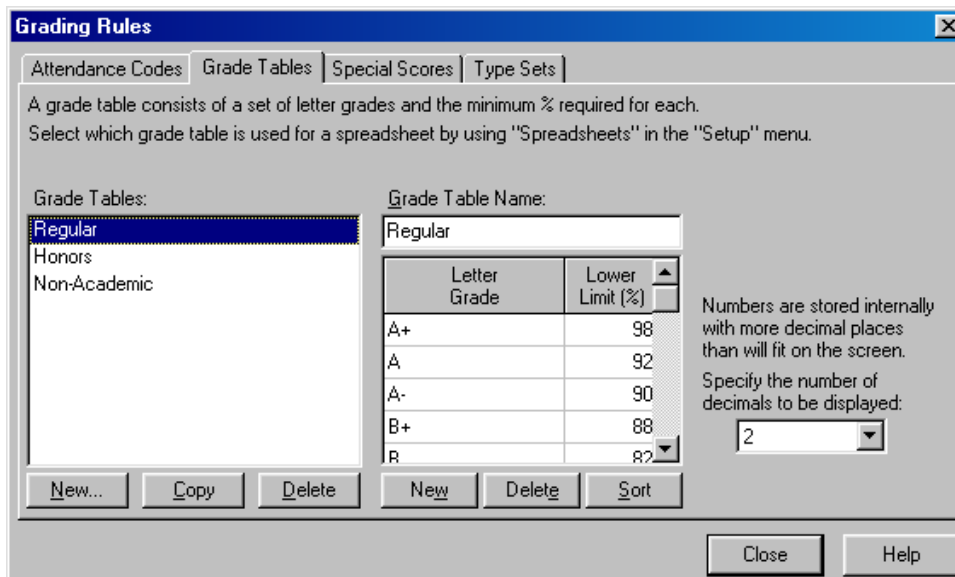
Description:

Associate your attendance codes with a system code so the represented data can be exported and used in calculations by InteGrade Pro.

System Code:

New Delete Close Help

Grade Tables: This should be set from SASI. If not, this is where you would set up your grading scale.



The "Grading Rules" dialog box has four tabs: "Attendance Codes", "Grade Tables", "Special Scores", and "Type Sets". The "Grade Tables" tab is selected. It contains a list of grade tables on the left and a table for the selected "Regular" grade table on the right. The "Regular" table has columns for "Letter Grade" and "Lower Limit (%)". The "Lower Limit" column has a spinner control. The "Number of decimals to be displayed" is set to 2.

Grade Tables:

- Regular
- Honors
- Non-Academic

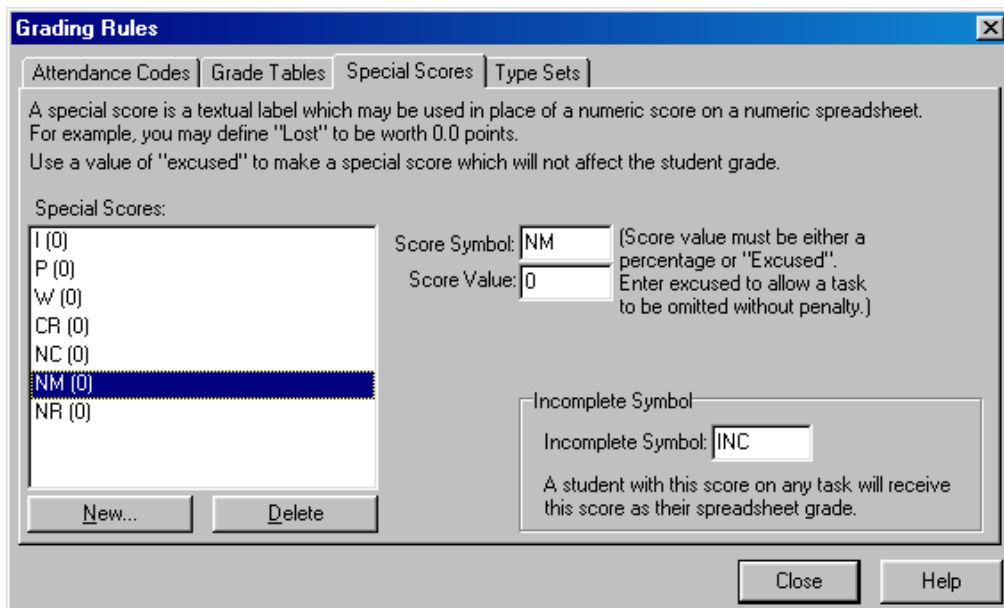
Grade Table Name:

Letter Grade	Lower Limit (%)
A+	98
A	92
A-	90
B+	88
B	82

Numbers are stored internally with more decimal places than will fit on the screen. Specify the number of decimals to be displayed:

New... Copy Delete New Delete Sort Close Help

Special Scores: Allows you to set special scores with values to affect grade, but allows you to give a reason for the score. IE: **ft** for filed trip with a value of excused, won't count against the student, but gives you a reminder of why student missed assignment. **Nhi** with a value of 0, shows why the student got a zero. **NOTE: Anything listed with a value of Excused won't count against the student.**



Grading Rules

Attendance Codes | Grade Tables | **Special Scores** | Type Sets

A special score is a textual label which may be used in place of a numeric score on a numeric spreadsheet. For example, you may define "Lost" to be worth 0.0 points. Use a value of "excused" to make a special score which will not affect the student grade.

Special Scores:

I (0)
P (0)
W (0)
CR (0)
NC (0)
NM (0)
NR (0)

Score Symbol: (Score value must be either a percentage or "Excused".)

Score Value: Enter excused to allow a task to be omitted without penalty.)

Incomplete Symbol:

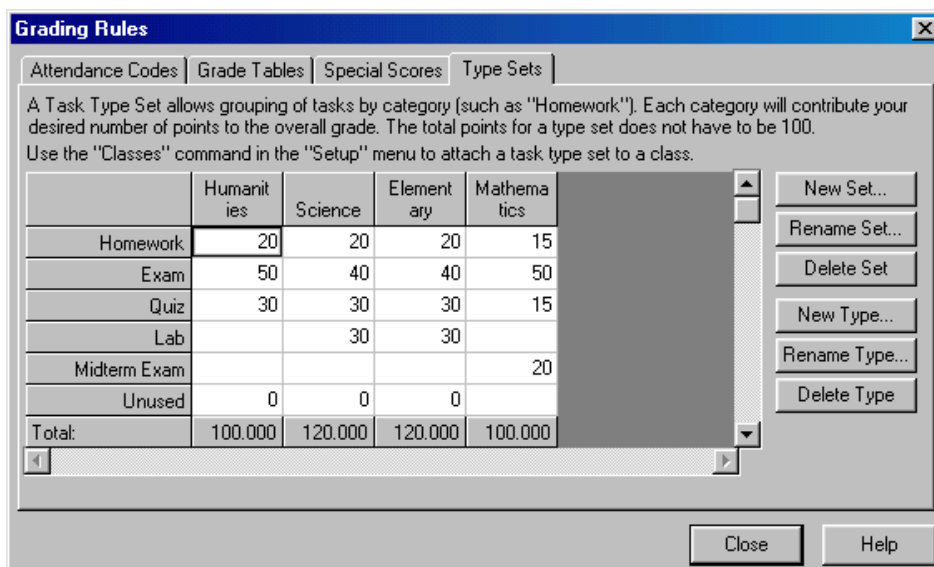
Incomplete Symbol:

A student with this score on any task will receive this score as their spreadsheet grade.

New... Delete

Close Help

Type Set: Used to set up weighting for different categories and/or different groups of students. When setting these up, keep in mind that **Type** is a category of grades within a group, ie; homework, exams, etc. **Set** is a group of types within one group. Usually you only have one of these, however if you need different weighting for different courses that you teach you can create more than one set. **NOTE: Everyone will need to create one Type set named unused with a value of 0 that will be used for exporting grades.**



Grading Rules

Attendance Codes | Grade Tables | Special Scores | **Type Sets**

A Task Type Set allows grouping of tasks by category (such as "Homework"). Each category will contribute your desired number of points to the overall grade. The total points for a type set does not have to be 100. Use the "Classes" command in the "Setup" menu to attach a task type set to a class.

	Humanities	Science	Elementary	Mathematics
Homework	20	20	20	15
Exam	50	40	40	50
Quiz	30	30	30	15
Lab		30	30	
Midterm Exam				20
Unused	0	0	0	
Total:	100.000	120.000	120.000	100.000

New Set...
Rename Set...
Delete Set
New Type...
Rename Type...
Delete Type

Close Help

- **Communication:** Allows you to set configurations to send email reports. In order for This to work you must have email addresses in the student information section.

	Chap 1 - 5 (5.0)	Chap 6 - 11 (22.0)	Quiz 1-11 (35.0)	Exam One (100.0)	Q1 H/Q/E (100.0)	Chap 12-20 (15.0)	%	Letter Grade
3 Cooper, M	19	18	28	85	81.24	12	82.50	B
4 Fang, Just	17	15	33	75	79.12	10	80.93	B-
5 Goodell, Rafael	15	19	29	100	85.08	9	82.63	B
6 Hertzler, Felicia	24	20	35	88	93.87	11	91.05	A-
7 Higgins, Robert	23	22	31	77	87.10	14	85.75	B
8 Miller, Jason	16	18	27	94	81.17	15	83.21	B+
9 Miller, Matthew	20	17	35	90	89.57	12	87.66	B+
10 Thorpe, Louay	25	22	30	85	90.23	10	90.17	A-
11 Wahl, Lance	22	20	29	77	83.07	9	83.59	B

This is how each screen should be set up.

Communication

General | Email | Admin

The teacher name appears on reports.

Teacher Name:

Teacher Email:

Web site addresses appear on email reports.

Teacher Web Site:

School Web Site:

Close Help

Communication

General | **Email** | Admin

Select method to use for sending email reports and enter other required configuration information.

Sendmail (SMTP)

To send email using InteGrade Pro you must enter your SMTP server and account name EXACTLY as your administrator has indicated.

If these settings are not correct you will be unable to send email. The error message you receive may not be indicative of the real problem in many cases.

Email Server: 10.1.1.3
(Also known as SMTP host. Example: smtp.myschool.edu.)

Account Name: paxtonc
(Also known as Account ID. Example: bob.)

☒ Server Requires Authentication

Password: [REDACTED]

Some email servers require a password to "relay" email offsite. Usually the password will be the same as your incoming email password. Some servers do not support relaying; InteGrade Pro can not send email through such servers.

Close Help

The password option is optional. Since you have to be logged into InteGrade to use this feature, you could probably safely set this to remember your email password.

Nothing needs to be configured on the Admin tab.

- **Students:** Most of this information will be imported from SASI or from your spreadsheets.
NOTE: Do not add or delete students yourself. All of your files will be updated by SASI.

InteGrade Pro - [French II (Period 06)-Main Numeric Spreadsheet]

File Edit Setup Tasks Reports Graphs View Window Help

Class: [Empty] Show: Students

Spreadsheet: [Empty] View: Task View

Weighted Type

	Chap 1 - 5 (5.0)	Chap 6 - 11 (22.0)	Quiz 1-11 (35.0)	Exam One (100.0)	Q1 H/Q/E (100.0)	Chap 12-20 (15.0)	%	Letter Grade
3 Cooper, M	19	18	28	85	81.24	12	82.50	B
4 Fang, Just	17	15	33	75	79.12	10	80.93	B-
5 Goodell, Rafael	15	19	29	100	85.08	9	82.63	B
7 Hertzler, Felicia	24	20	35	88	93.87	11	91.05	A-
7 Higgins, Robert	23	22	31	77	87.10	14	85.75	B
8 Miller, Jason	16	18	27	94	81.17	15	89.21	B+
9 Miller, Matthew	20	17	35	90	89.57	12	87.66	B+
10 Thorpe, Louay	25	22	30	85	90.23	10	90.17	A-
11 Wahl, Lance	22	20	29	77	83.07	9	83.59	B

Edit students in your gradebook. Class Avg: 86.86%

The fields that you would most likely set yourself are the **school** and **notes**

On the **School tab**, you will find any of those extra fields that you set up in the **Display Settings** (Step 3).

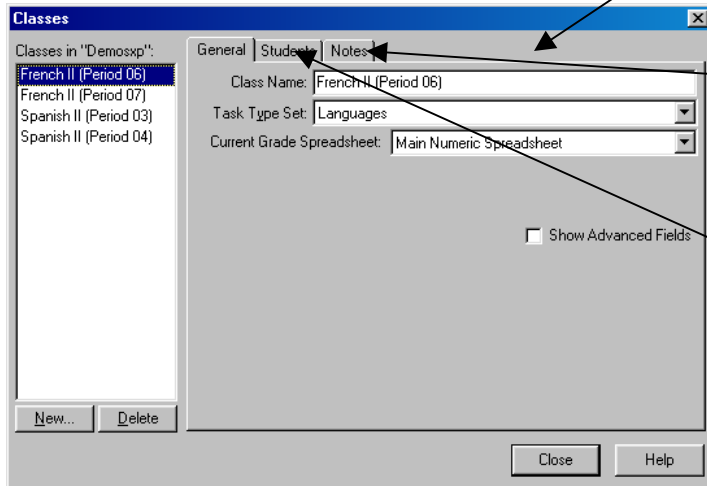
You may also want to rearrange your students order here. To move students, hold the **CTRL** key and click and drag the names where you want them to be located.

➤ **Classes:** Select **Setup** then **Classes**.

	Chap 1 - 5 (5.0)	Chap 6 - 11 (22.0)	Quiz 1-11 (35.0)	Exam One (100.0)	Q1 H/Q/E (100.0)	Chap 12-20 (15.0)	%	Letter Grade
1 Abber, Cla	20	18	30	97	87.86	13	87.12	B
2 Cohen, Yv	25	20	33	99	96.35	15	94.83	A
3 Cooper, Monica	19	18	28	85	81.24	12	82.50	B
4 Fang, Justin	17	15	33	75	79.12	10	80.93	B-
5 Goodell, Rafael	15	19	29	100	95.08	9	82.63	B
6 Hertzler, Felicia	24	20	35	88	93.87	11	91.05	A-
7 Higgins, Robert	23	22	31	77	87.10	14	85.75	B
8 Miller, Jason	16	18	27	94	81.17	15	89.21	B+
9 Miller, Matthew	20	17	35	90	89.57	12	87.66	B+
10 Thorpe, Louay	25	22	30	85	90.23	10	90.17	A-
11 Wahl, Lance	22	20	29	77	83.07	9	83.59	B

At the bottom of the window, it says 'Edit classes in your gradebook.' and 'Class Avg: 86.96%'.

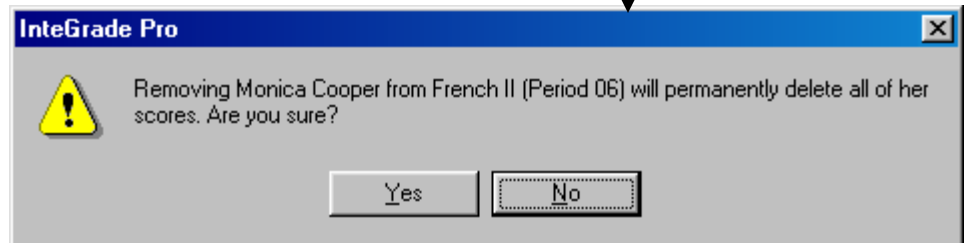
Make sure that Class Name, Task Type Set, and Spreadsheet are correct.



The 'Classes' window displays a list of classes on the left and a detailed view on the right. The 'Notes' tab is active, showing fields for Class Name, Task Type Set, and Current Grade Spreadsheet. The 'Student' tab is also visible, showing a list of students enrolled in the class.

Notes for an entire class may be entered here. Notes may also be entered on reports.

The **Student** tab shows students that are enrolled in your gradebooks and classes. **NOTE: Don't use this option to un-enroll students. You will permanently delete the grades as well as the student. You can use the Setup-Display option to not display inactive students.**

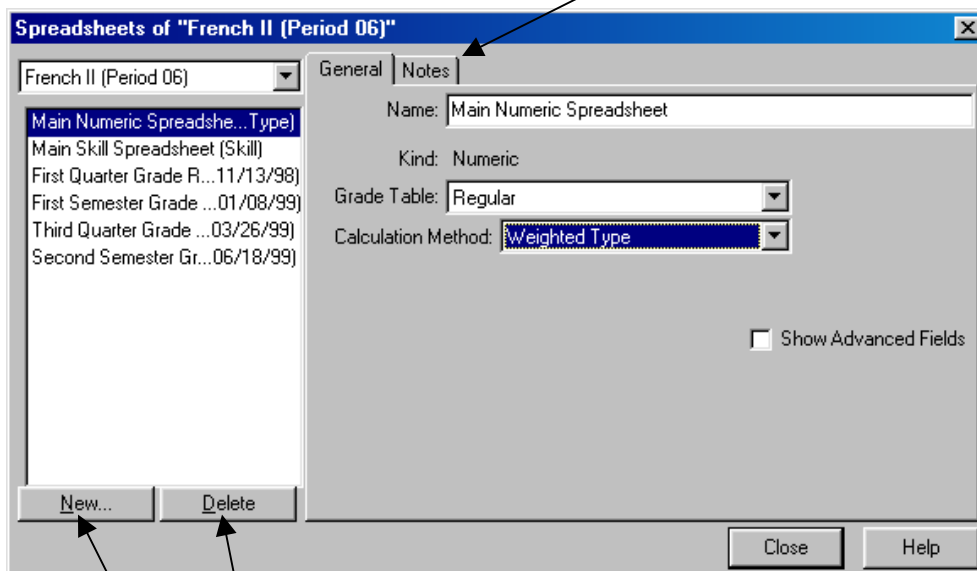


InteGrade Pro

Removing Monica Cooper from French II (Period 06) will permanently delete all of her scores. Are you sure?

Yes No

➤ **Spreadsheets:** Notes for an entire spreadsheet may be entered here.



The 'Spreadsheets of French II (Period 06)' window displays a list of spreadsheets on the left and a detailed view on the right. The 'Notes' tab is active, showing fields for Name, Kind, Grade Table, and Calculation Method. The 'New...' button is highlighted.

New weighted, skill, or attendance spreadsheets may be created or deleted here.

- **Passwords:** Gradebook passwords can be changed under the Setup then Passwords selection. However, because of the way we have our files set up on the network and the fact that passwords CANNOT be retrieved, it is not recommended that you set a password on your gradebook files.

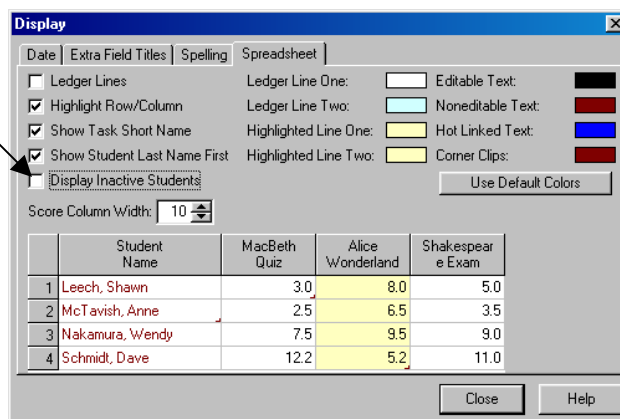


4. Removing Students from Class Lists

- **Don't display inactive students **preferred method****

This is the best way to handle inactive students. Their scores are retained and they automatically don't show in your gradebook anymore.

This process was already covered under Setup-Spreadsheet and taking the check off of Display Inactive Students.

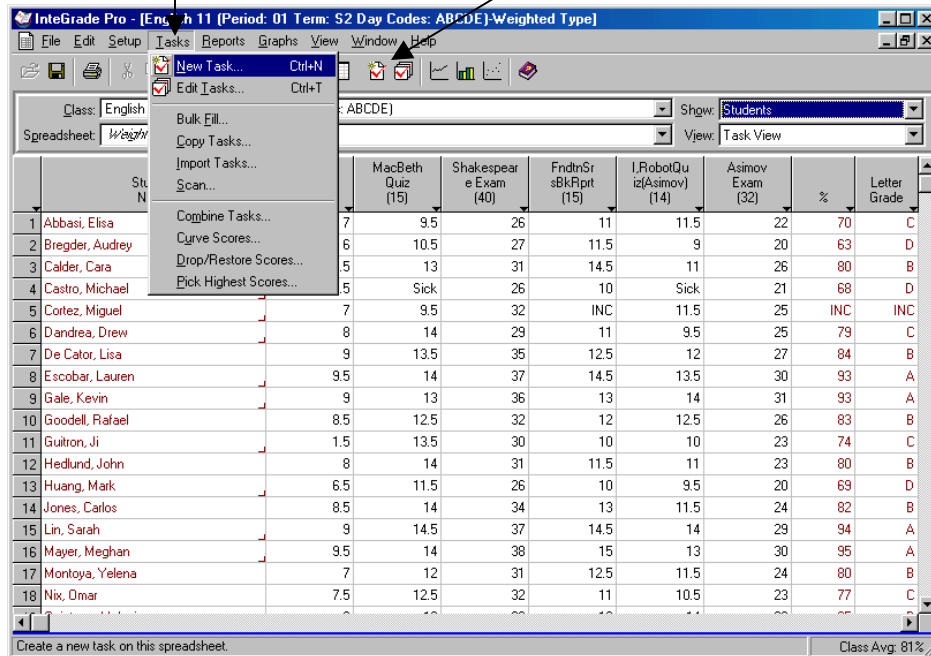


- Make a student inactive-keeping scores
- Unenroll a student from the class list

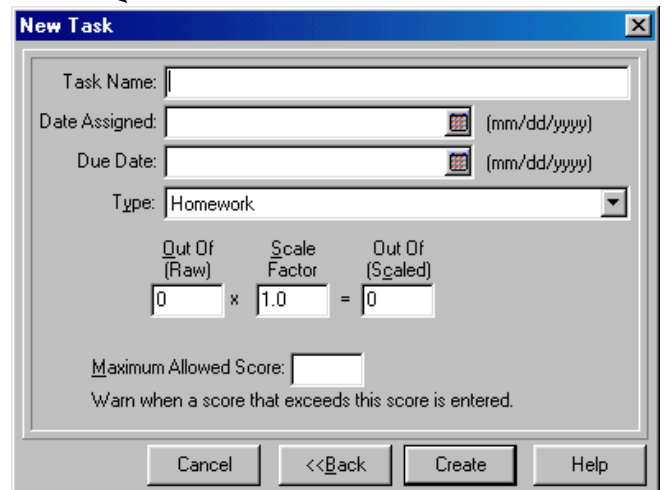
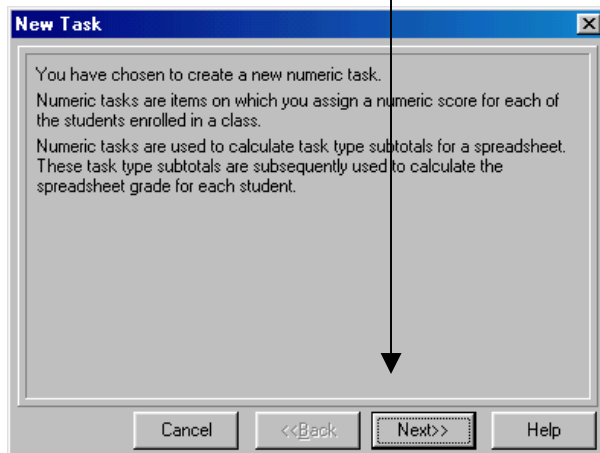
These are two other ways to delete students, since these are not the preferred method, we won't cover these now. If you think you need another option, see me and we can go over one of these options. **DON'T ever delete a student from your files.** If the student is deleted, their grades will not be able to be retrieved if they return or if the new school requests their grades.

5. Task

- **New Task:** To create a **New Task (Assignment)**, from the menu bar, select **Task-New Task** or select the **New Task Shortcut** from the menu bar.



At the next screen, select **Next** and the **New Task** Window will appear.



Task Name: Enter a name for the assignment.

Dates: Will be necessary if using Parent ConnectXP.

Type: Click on the down button and select an assignment type if you have set up types.

Out of Raw: Enter points possible for this assignment or enter 100 for percent.

Scale Factor: Is usually 1 unless you want this assignment to count twice.

Maximum Allowed Score: Optional (Can exceed the out of raw for extra credit).

Click **Create** button.

New Task

Task Name:

Date Assigned: (mm/dd/yyyy)

Due Date: (mm/dd/yyyy)

Type: Homework

Out Of (Raw) × Scale Factor = Out Of (Scaled)

Maximum Allowed Score:

☐ Warn when a score that exceeds this score is entered.

Cancel <<Back Create Help

- **Edit Task:** To edit a **Task (Assignment)**, from the menu bar, select **Edit-Edit Task** or select the **Edit Task Shortcut** from the menu bar.

Integrate Pro - [English 11 (Period: 01 Term: S2 Day Codes: ABCDE); Weighted Type]

File Edit Setup Tasks Reports Graphs View Window Help

Class: English

Spreadsheet: *Weighted*

Task: ABCDE

Show: Students

View: Task View

Menu: Edit Tasks... (Ctrl+T)

- Bulk Fill...
- Copy Tasks...
- Import Tasks...
- Scan...
- Combine Tasks...
- Curve Scores...
- Drop/Restore Scores...
- Pick Highest Scores...

	AnlyssS ndsSinc (15)	AreSongsPo ety?Essay (45)	Term Project (75)	Term Exam (100)	test (100)	%	Letter Grade
1 Abbasi, Elisa	10	11	38	52	69	70	C
2 Bregder, Audrey	8	9	32	43	60	63	D
3 Calder, Cara	5	12	38	52	77	80	B
4 Castro, Michael	2	15	38	55	66	68	D
5 Cortez, Miguel	12	13	35	59	74	INC	INC
6 Dandrea, Drew	13	12	38	60	77	79	C
7 De Calor, Lisa	14	13	40	59	84	84	B
8 Escobar, Lauren	14	14	42	70	94	93	A
9 Gale, Kevin	14	14	43	69	95	93	A
10 Goodell, Rafael	13	13	39	64	81	83	B
11 Gultron, Ji	12	12	36	61	73	74	C
12 Hedlund, John	12	12	36	62	80	80	B
13 Huang, Mark	10	11	34	54	66	69	D
14 Jones, Carlos	12	12	38	61	80	82	B
15 Lin, Sarah	14	14	41	72	90	94	A
16 Mayer, Meghan	15	14	42	70	98	95	A
17 Montoya, Yelena	12	12	37	62	82	80	B
18 Nix, Omar	12	12	35	60	75	77	C

Edit tasks on this spreadsheet. Class Avg: 81%

General Tab: Verify the information that You entered and see the short name that the system assigned to the task.

Extra: You can record other details about the task.

Points: You will see the points information that you set when you created this task. You can edit any of these.

Scores: You can use the scores tab to see and edit the scores for this task.

Stats: The Stats Tab displays 19 different statistical pieces of information for this task.

Notes: Use the Notes Tab to record notes about this Task. **Note: this is notes for this task, not for particular students.**

- **Bulk Fill:** At this point, an assignment will have been created and you are ready to enter scores for this assignment. If many of the students are to receive the same score for the assignment, you can use the Fill Column command. Later, you can edit the scores of a few students that didn't receive the same score.

From the menu bar, select **Task** and **Bulk Fill**. The Bulk Fill Window will open.

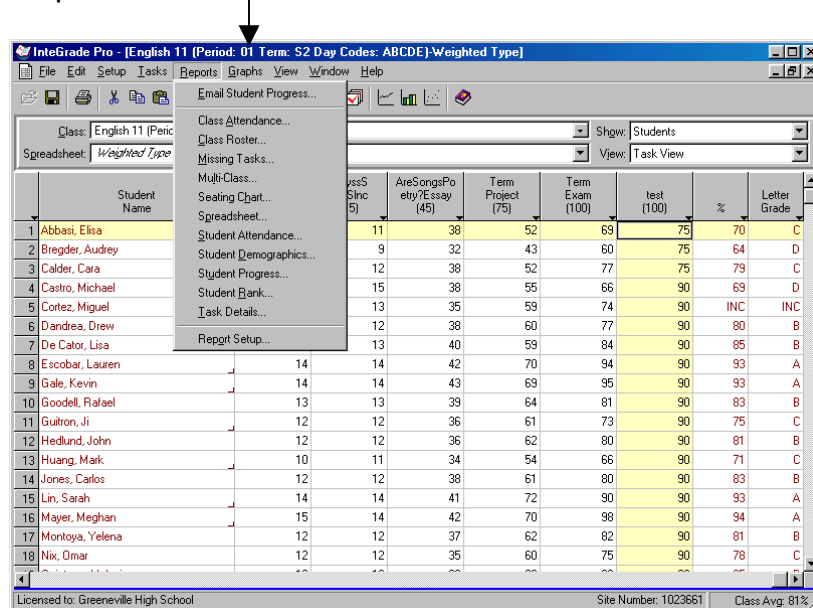
	AnlyssS ndsSInc (15)	AveSongiPo etry/Essay (45)	Term Project (75)	Term Exam (100)	test (100)	%	Letter Grade
1 Abbasi, Elisa	10	11	38	52	69	70	C
2 Bregder, Audrey	8	9	32	43	60	63	D
3 Calder, Cara	15	12	38	52	77	80	B
4 Castro, Michael	12	15	38	55	66	68	D
5 Cortez, Miguel	12	13	35	59	74	INC	INC
6 Dandrea, Drew	13	12	38	60	77	79	C
7 De Cator, Lisa	14	13	40	59	84	84	B
8 Escobar, Lauren	14	14	42	70	94	93	A
9 Gale, Kevin	14	14	43	63	95	93	A
10 Goodell, Rafael	13	13	39	64	81	83	B
11 Gutron, Ji	12	12	36	61	73	74	C
12 Hedlund, John	12	12	36	62	80	80	B
13 Huang, Mark	10	11	34	54	66	69	D
14 Jones, Carlos	12	12	38	61	80	82	B
15 Lin, Sarah	14	14	41	72	90	94	A
16 Mayer, Meghan	15	14	42	70	98	95	A
17 Montoya, Yelena	12	12	37	62	82	80	B
18 Nix, Omar	12	12	35	60	75	77	C

Select the Students and Assignment that you want to Bulk Fill and enter the New Score in the box. Also, select replace only Empty scores.

- Some other tasks that can be done in Integrate include:
 - Copy Tasks
 - Combine Tasks
 - Curve Scores
 - Drop/Restore Scores
 - Pick the Highest Scores

6. Reports: The report functions available in Integrate are outside the report cards that will be generated in SASI.

To access the reports select Reports and select the report you want to use from the ' drop down menu.

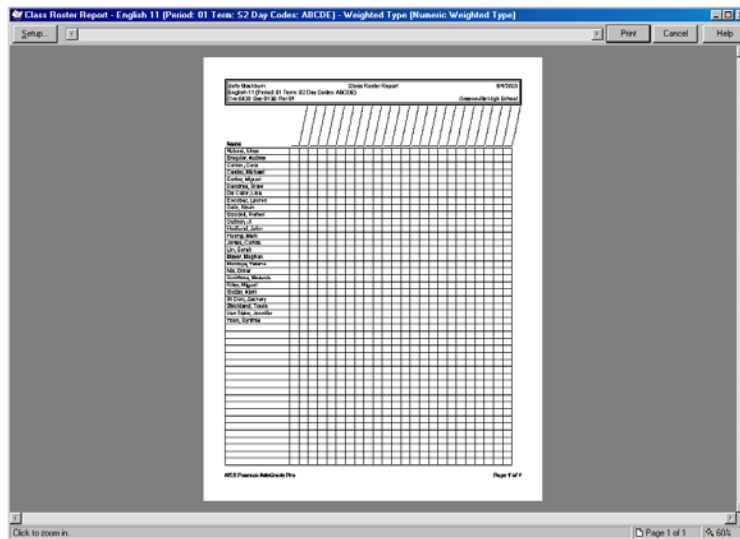


Each type of report has its own setup based on the information available in the report.

Once a report is selected, you will see the setup menu for that report and the menu will walk you through setting up the report.

One of the most used reports is the spreadsheet (This is a report that you can print out to turn in in place of a grade book). This is also a good one to print out periodically as a back up of your grade files.

Another one that is used is the Class Roster. With this report you can get a blank class roster like the one below.



7. Backup: While your file is being saved on the server for backups, it is a good idea to save a copy locally too.

To do this:

Create a folder on your hard drive to store your grade files.

From the Integrate Program, Select File and Save As.

When the Save As window opens, locate the folder that you created.

The file name should already be in the Filename box, if it isn't select a name and type it in the Filename box and click Save.

NOTE: If your computer happens to lock down during use the next time you log in you will get a warning showing a Stop sign with a Hand that asks if you want to restore from the local drive (Yes is the default setting), select NO.

7. Help